

Since 1981...



Family Handbook

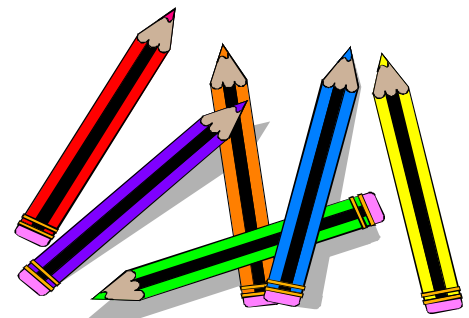
December 2017 Tax #52-122-8660

TO DEVELOP A SENSE OF WONDER

"I sincerely believe that for the child and for the (adult) seeking to guide him, it is not half so important to 'know' as to feel. If facts are the seeds that later produce knowledge and wisdom, then the emotions and the impressions of the senses are the fertile soil in which the seeds must grow. The years of early childhood are the time to prepare this soil. Once the emotions have been aroused - a sense of the beautiful, the excitement of the new and the unknown, a feeling of sympathy, pity, admiration or love - then we wish for knowledge about the object of our emotional response. Once found, it has lasting meaning. It is more important to pave the way for the child to want to know than to put him on a diet of facts he is not yet ready to assimilate."
From the "Sense of Wonder" by Rachel Carson

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TAX ID.# 52-122-8660

Welcome to our Academy Family!

All of us at Academy value the importance of the partnerships that we develop with our staff, families, children, and our communities across Montgomery County in the education and the care of your children. We are grateful that you have chosen Academy because we share the same vision and have a mutual commitment to children and families. The relationships we develop are our main focus for a successful partnership. The commitment that Academy has made will have lasting results for your child's educational and social success.

The Family Handbook was developed to give parents and staff the necessary information that is needed during your tenure at Academy. This handbook discusses many of the policies, procedures and other pertinent information useful in participating successfully in the day-to-day programs. In addition, this handbook outlines the importance of building trust and developing relationships through various means of communication, participation, and involvement. Please take time to review the family handbook.

There are many means of communicating and participating on a daily basis. Please read the monthly newsletters, parent bulletin boards in the classrooms, student folders or logs, emails, Facebook, or the web site– www.academychild.com. However, personal contact is still the best!

We look forward to parent engagement activities via conferences, room parents, surveys, events, and the PTeX (Parent/Teacher Exchange Advisory Group).



Marilyn Fleetwood, Board President

Lesley Everhart, Executive Director

information@academychild.com

www.academychild.com

Like us on Facebook.

WELCOME AND HIGHLIGHTS

ACADEMY HIGHLIGHTS

Academy Child Development Center, Inc. is a local, not-for-profit child care provider and educational organization founded in 1981. We offer a wide variety of program options for children 2 months to 12 years of age at a number of sites in Montgomery County, Maryland.

Children are our focus and our staff makes up the foundation of our programs. The experience, education, and low turnover of teachers and assistants ensure continuity of quality programming from year to year. Ongoing professional development through Academy Professional Development Program, Childhood Education Enhancement Grants and Montgomery County partnerships keep staff up to date on current research and issues and expand their educational credentials. **Child/staff ratios are kept low to facilitate a child-centered approach.**

All centers share a common mission and are licensed by Maryland's Office of Child Care. Because of the uniqueness of each community we serve, different centers may maintain additional affiliations. In partnership with families, community and early childhood experts, Academy continues to grow and develop within the scope of our "Building Blocks for Life" philosophy.

Accredited by National After School Association (NAA) prior to 2015.

Accredited by National Association for the Education of Young Children (NAEYC) 2005-2015

Approved by Maryland State Department of Education, as a nonpublic primary school K-2*

Approved by Maryland State Department of Education as a Preschool and Prekindergarten School.**

Accredited by Maryland State Department of Education, Infants through Kindergarten. (MSDE)

Licensed by Maryland State Department of Education/ Office of Child Care Administration (OCC)

Maryland EXCELS – Rated for Quality Early Childhood and School-Age Programs (EXCELS)

Academy Primary School &
Child Development Center*
10107 Darnestown Road
Rockville, MD 20850
(301) 424-9475
Fax: (301) 424-9524
academyhills@comcast.net
MSDE*, MSDE**, MSDE, OCC, EXCELS (5)

Stone Mill Center
14327 Stonebridge View Drive
North Potomac, MD 20878
(301) 762-8206
Fax: (301) 762-2246
smacademy@academychild.com
MSDE**, MSDE, OCC
EXCELS (5)

Charles Drew Center
1200 Swingingdale Drive
Silver Spring, MD 20905
(301) 989-0245
cdacademy@academychild.com
OCC, EXCELS (3)

DuFief Center
15001 DuFief Drive
Gaithersburg, MD 20878
(301) 309-1224
dufiefacademy@gmail.com
MSDE**, MSDE, OCC, EXCELS (3)

Cold Spring Center
9201 Falls Chapel Way
Potomac, MD 20854
(301) 424-4318
Fax: (301) 424-7851
csacademy@academychild.com
MSDE**, OCC, EXCELS

Galway Center
12612 Galway Drive
Silver Spring, MD 20904
(301) 586-0080
Fax: (301) 586-8090
galway@academychild.com
OCC, MSDE, MSDE**, EXCELS

B'nai Israel Schilit Nursery School
6301 Montrose Road
Rockville, MD 20852
(240) 477-2351
bisns@academychild.com
OCC after care program

Business Office
10109 Darnestown Road
Rockville, MD 20850

(301) 424-6282
Fax: (301)424-9477

www.academychild.com
information@academychild.com

FOUNDING AND HISTORY

Academy Child Development Center, Inc. was founded in July 1981 by Marilyn Fleetwood. The Center's first location was a kindergarten classroom at Montrose Elementary School on Academy Way in Rockville, MD. Mrs. Ellen Goeden was appointed Director, and with two senior staff teachers, opened the center on September 8, 1981 with 13 children enrolled. When the public school closed, Academy moved to Rocking Horse Road Elementary School. Initially, two classrooms were leased and within a year, Academy had grown into four classrooms. We had begun a decade of service to the Rocking Horse community. Academy opened two new centers in 1988 at Cold Spring Elementary School in Potomac and Stone Mill Elementary School in North Potomac. The DuFief center opened in 1990, Charles Drew center in 1991, Georgian Forest center in 1992, Academy Hills center in 2003, Galway Center in 2009, Washington Grove Center and Gaithersburg Center in 2011, and Temple Beth Ami Center and B'nai Israel Schilit Center in 2013.

Soon after opening our center at Stone Mill, enrollment peaked and Academy parents and administration began planning for the impending space crunch. In response to this critical situation for working families, Academy applied for and received an IBM Initiative's Grant to build an institutional grade modular adjacent to the elementary school. Funding for this project was provided through the IBM Funds for Dependent Care Initiatives, administered by Work/Family Directions Corp. Academy began offering programs for infants, toddlers, preschool and school-age children in September 1991. The modular included space for a recuperating room for mildly ill children. The program also expanded to the multipurpose room within the Stone Mill school facility for before and after school care.

An additional free standing facility was opened on the grounds of Cold Spring Elementary School in August 2001 and Academy Hills of Rockville opened the doors to a new facility in 2003. Both Gaithersburg Elementary School's and Washington Grove Elementary School's child care committee selected Academy Child Development Center to provide child care beginning in the Fall of 2011. With increased capacity we were now able to serve a greater number of families in the community as well as add programs for infants and toddlers.

Due to teamwork and commitment, NAEYC accreditation was awarded to the Stone Mill Center in 1995 and DuFief Center and Cold Spring Center in 2003. NAEYC Accreditation was discontinued in 2015. MSDE Accreditation was awarded to the Stone Mill, DuFief, Cold Spring, and Academy Hills centers beginning in 2003. Galway Center opened as a result of Academy being chosen to provide high quality programs at the newly renovated Galway Elementary School in Silver Spring in 2009. The child care space was funded by a cooperative project between DHHS and MCPS. Gaithersburg ES and Washington Grove ES sites were awarded to Academy after a county bid process in 2011. Our programs at these two locations were discontinued in 2014.

Cold Spring Center participated in the MSDE EXCELS program and was rated with the highest rating of 5 checks in 2013. Academy Hills Campus, Stone Mill and Galway Centers achieved Level 5 in 2014. DuFief and Charles Drew Centers achieved EXCELS Level 3 status in 2015. As we celebrate more than three decades of service, Academy continues to provide outstanding programs for over 500 Montgomery County families each year. We are proud of our dedicated professional staff, high quality programs, and our supportive families. With the new millennium, Academy looks forward to the challenges of being a recognized leader in the rapidly growing field of early childhood education.

Academy is proud to have been awarded the State and Federal Pre-Kindergarten Expansion Grant to provide educational child care to qualified prekindergarten children.

OUR COMPANY

Academy Child Development Center, Inc. is a 501c.3 not-for-profit educational corporation that was established in 1981. The Board has consisted of educators, center administrators, former parents, employees, and community members, Each Center is under the direction of an approved Child Care Director who also are active advisors to the Board. In addition, each center establishes a Parent/Teacher Exchange advisory committee made up of teachers and parents.

BUILDING BLOCKS FOR LIFE PHILOSOPHY

Academy offers the “Building Blocks for Life” philosophy - the foundation from which all learning takes place for the future. Children grow in a nurturing environment that promotes safety and security. When children are guided to live and play together in an atmosphere of mutual respect and support, they develop positive character values. By encouraging creativity, exploration, and discovery children acquire a love of learning and a sense of self.

Academy is dedicated to the world’s future - its children.

MISSION AND PURPOSE

- ◆ To offer developmentally appropriate early childhood/school age programs.
- ◆ To provide safe, healthy and reliable child care options for working parents.
- ◆ To maintain a dedicated, professional staff through competitive salaries, benefits and ongoing professional development training.
- ◆ To develop and maintain partnerships with parents, staff, community, local, state and national organizations.
- ◆ To achieve and maintain the highest levels of EXCELS ratings in the state.

OUR VISION

Academy strives to remain an innovator in the field of educational child care and preschool-primary school programming. We are highly recognized as providing the highest quality level of licensed and monitored child care and education for children ages 2 months through school-age and for the various cultures and economic backgrounds of the families in Montgomery County.

Academy Child Development Center, Inc.

A preview of all the programs Academy offers across Montgomery County!

Programming options may vary by location and as determined by community needs.

PROGRAMS (vary by center locations.)

- ◆ Infant/Toddlers (starting at 2 months)
- ◆ Tiny Tots (24 mos.)
- ◆ Preschool, (3-4)
- ◆ PreKindergarten (4-5)
- ◆ Transitional Kindergarten (5 years old by early acceptance criteria)
- ◆ Preschool After Care
- ◆ KAVE CLUB School Age (Grades K-5th) : Before and After School & School Holidays
- ◆ Primary School– approved MSDE K-2nd grade school with child care.
- ◆ Summer Sessions—
 - Trips & Dips (entering Kindergarten-5th grade)
 - Imaginarium Summer (prekindergarten-1st grade)
 - KAVE Club Cruisers (entering Kindergarten-5th grade)
 - Little Cruisers (ages 3-5)

SCHEDULES

Students may attend on pre-determined days only.

A limited number of part week and part day spaces are allotted.

Priority is given to 5 day per week requests.

HOURS OF OPERATION

Academy Hills Campus	7:00 a.m.— 6:30 p.m.
Charles Drew Center	7:00 a.m.— 6:30 p.m.
Cold Spring Center	7:30 a.m.— 6:30 p.m.
DuFief Center	7:30 a.m.— 6:30 p.m.
Galway Center	7:00 a.m.— 6:30 p.m.
Stone Mill Center	7:00 a.m.— 6:30 p.m.
BISNS after care center	12:30 p.m.— 6:30 p.m. or 2:30 p.m.— 6:30 p.m.

PROGRAM OPERATION

- ◆ Early Childhood programs with child care— 12 months (enrollment period July 1st –June 30th)
- ◆ School year “only” programs follow the MCPS (10 month) school year calendar.
 - Extended care options include most school holidays, professional days, and inclement weather.
- ◆ Drop-in program– 2 options with additional fees assessed.
 - Students who regularly attend and needs an occasional day or times.
 - Students signed up as “Drop-in Only.
- ◆ Summer program— monthly or session options.

CALENDAR INFORMATION

- ◆ Academy's mission recognizes the need for child care on a consistent schedule to meet the needs of the working families. Consequently, we publish an annual calendar and distribute to parents and is available on the academychild.com web site.
- ◆ Parents will be notified of any updates or changes to the Academy calendar as we receive information from Montgomery County Public Schools, Community Use of Public Facilities, Maryland State Department of Education or Montgomery County Government.
- ◆ The new tuition schedule begins July 1st annually.
- ◆ The school-year (10 month) programs follow the MCPS school calendar.

CLOSINGS

The annual calendar will include the following closings:

Independence Day

Two days prior to MCPS fall opening/ Professional Days

Labor Day

Thanksgiving

Thanksgiving Friday

Christmas

New Year's

Martin Luther King, Jr. Day

President's Day

Easter Friday

Easter Monday

Memorial Day

Day after MCPS closes in June/ Professional Day

Two additional MCPS Holidays may be added such as Election Day.

Academy will be open on MCPS early release days, late openings, non-instructional days, most MCPS professional days and inclement weather days.

Academy will be closed on MCPS Holidays when MCPS schools and their offices are closed.

ADMISSIONS/ APPLICATION/ ENROLLMENT

ADMISSIONS POLICY

Academy has a nondiscriminatory admissions policy. Our centers are open without regard to race, creed, color, disability, gender, sexual orientation, or national origin. Academy Child Development Center, Inc. complies with all the conditions of the Civil Rights Act of 1964 and with the Americans with Disabilities Act of 1992. Priority placement is given to current students and their siblings and five day per week schedule requests. Students with any health, physical, emotional, mental or other needs requiring special attention or accommodations must have all forms completed and a reasonable and appropriate plan developed by parents and center prior to admissions into the program. Academy reserves the right to discontinue enrollment or refuse placement to students whose needs cannot be met in the group setting. A list of alternative programs and resources will be available to families of children who may need a different type of child care setting.

INCLUSION POLICY AND PROCEDURES

Academy Child Development Center, Inc. accepts all applications regardless of race, religion, sex, or special need. Applications will include a section for parents to include special needs accommodations and documentation from other professionals such as medical reports, testing reports, IEPs, etc.

When an application is received with special needs documentation, this information is distributed to Academy's Admissions and Inclusion Committee made up of staff who have special education degrees, experience, and knowledge of resources available in Montgomery County.

An inclusion, accommodations' meeting is held with parents to discuss program and other resources. If appropriate a written plan is developed and shared with staff.

An orientation visit is held for child and parent. Staff observe child using the approved developmental checklist that is posted in each classroom.

Lesson plans include individual planning and assessment on a daily basis via small group instruction times. Conferences are held at least 3 times per year or as needed to discuss plans and progress reports.

Staff are included in IEP conferences if child is an MCPS Preschool Education Program student for half day. If a child is struggling to meet goals of the plan after alterations and revised accommodations, additional testing/assessment may need to be requested via Child Find or other agencies to best plan for the child.

Academy Child Development Center, Inc. reserves the right to make recommendations to the parent for an alternative placement. Academy reserves the right to discontinue enrollment or refuse placement to students whose needs cannot be met in the group setting. A list of alternative programs and resources will be available to families of children who may need a different type of child care setting.

Early Entrance for MSDE Pre-School, Pre-K and Primary School

Students must be 3, 4, or 5 years of age on or before September 1 of the school year at the ages prescribed by state regulations to be eligible for admission to the preschool, prekindergarten or kindergarten programs during that school year unless they meet the criteria for early entrance. Students accepted in the State and Federally funded Prekindergarten Expansion Grant program must be 4 on or before September 1st.

Early entrance policy

In accordance with state regulation, Academy Child Development Center holds that students are generally best served when they enter school at the ages research indicates is most conducive to long-term success. Since the first years are so essential to a positive long term educational experience, every effort is made to ensure that students entering nursery and kindergarten are ready to learn and be successful. Students whose birth dates closely miss the cutoff date for school attendance may have educational needs or demonstrated capabilities that warrant early admission to nursery school or kindergarten. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed and institutional factors considered. If space availability, teacher/student ratios, and group size permits, 2, 3 and 4 year old children may be considered for early acceptance into a program if they demonstrate developmental readiness as determined by Academy CDC professional staff using either standard or informal assessments. PreK expansion program students must be 4 by Sept. 1st.

2 year olds applying for admission to our Preschool (3's) must meet the following minimal criteria: Turns 3 on or before October 15th of the school year and meets NAEYC guidelines for toileting and dressing self – must be completely toilet trained and independent in the bathroom.

3 year olds applying for admission to our Pre-Kindergarten (4's) must meet the following minimal criteria: Turns 4 on or before October 15th of the school year and meets NAEYC guidelines for toileting and dressing skills unless has diagnosed special needs.

4 year olds applying for admission to our Kindergarten (5's) must meet the following minimal criteria: Turns 5 on or before October 15th of the school year and demonstrates capabilities warranting early acceptance. Students who are turning 5 by December 31st can apply for the Transitional Kindergarten program.

Early entrance procedure- If you wish to have your child considered for early placement, contact the center director. Submit a completed Request for Early Entrance to the center director at the time of application.

Academy CDC staff will screen applicants using either standard or informal assessments and inform parents of the placement decision.

Parents' Guide to the Application Process and Enrollment Procedure

APPLICATION PROCESS

- ◆ Schedule an orientation tour of our program and interview for you and your child with the center director.
- ◆ Review Family Handbook and other materials. Call director with any questions or for references.
- ◆ To apply, complete and submit the Application with a non-refundable Application Fee to the center director. Customized schedule requests –read information at bottom of this document.

After reviewing the application, Academy will inform you of an admission decision. Priority placement is given to 5 full day and 12 month enrollment period (July 1st-June 30th), current students, and siblings. Selection for admission will be determined by Academy's ability to meet your family's needs.

ENROLLMENT PROCEDURE

- ◆ Secure an enrollment packet from the center director once you are notified of admission. Packet is also available online.
- ◆ Return the following completed items to the center director within three days of the date of the notification letter:

___ Signed and initialed pages of the Enrollment Contract with ACH Debit Authorization Form with voided check.

___ Non-refundable Enrollment and Material Fees– See tuition worksheets.

___ Security Deposit for 12 month programs (enrollment period July 1st-June 30th)– Early Childhood Child Care Programs for Infants-Pre-Kindergarten. Security deposit is refundable if child attends new program for at least one month and the director receives a one-month written notice of withdrawal and there is no outstanding balance. No mid-month withdrawal credit. Full month tuition installment will be assessed.

___ School year "only" programs - Annual tuition or the option of equal, non-refundable tuition installments is due on or before August 1st. Each subsequent installment is due on or before the 1st business day of each month through May. Space is reserved for the school year and follows the **MCPS school year calendar**. Consequently, all tuition is due for the year regardless of absences or withdrawals for any reason.

Only additions to program will be accepted prior to October 1st.

Applications received after August 1st will be assessed an adjusted installment plan to be completed and paid in full by May 1st.

- ◆ Complete mandatory forms 1 month prior to start date. Child will be **excluded from program** without all of the required forms accurately completed, updated and on file at the center.
- ◆ Attend mandatory Parent and Student Orientations.

CUSTOMIZED SCHEDULES

Definition: Any program not published on the Center's tuition worksheet or requests for enrollment before/ after the identified enrollment periods.

All customized schedule requests must be submitted in writing and must be preapproved by Academy's business office. Priority placement is given to 5 full day **and** 12 month enrollment period (July 1st-June 30th), current student, and sibling applications.

REQUIRED FORMS

To allow for review and planning and to comply with Maryland law, **Parents must return the following completed forms at least one month prior to start date. Children will not be permitted to attend without a complete file.**

___ Emergency Form/Medical Condition form

___ Health Inventory (Part I- Parent)

___ Health Inventory (Part II- Physician)

___ Immunization Certificate

___ Medication Administration Authorization (Release to administer medication. Must match prescription container.)

___ Student Information (Infants-Pre-K only)

___ Release of Information Form (School-Age students only)

___ Directory Form, Partnership survey and Transportation Safety Restraint Policy acknowledgement

___ Acknowledgment form from “A Parent’s Guide to Regulated Child Care”

(May be found at www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/parent_guide)

___ ASQ Developmental Screening Tool (not School-Age)

PLACEMENT CRITERIA

Children are grouped by age as required by the Maryland State Department of Education [COMAR 13A.09.09.10C.(3)(a) and 13A.09.09.10C.(4)(a)]; MSDE, Office of Child Care; National After School Association (NAA) and the National Association for the Education of Young Children (NAEYC). For admission to our MSDE approved programs, children must attain the required age on or before September 1st of that school year. Other factors that are considered include licensed capacity, group size and child/teacher ratios. If parent, teacher and program director feel that a developmental placement would better meet the child’s needs and space permits, a written child care plan will be formulated. Vertical articulation/transition plans are established for each child in preparation for the next class program.

TOILETING GUIDELINES

Academy strictly adheres to Montgomery County Health Department guidelines for diapering. Children in the classes for 3-5 year olds need to be toilet trained (unless they have an ADA identified physical disability). **A child is considered trained when he/she independently, successfully and consistently toilets, cleans, and dresses self.** For success, elastic waist pants are strongly recommended. Tiny Tot classrooms (two year olds) are designed to assist children and families with “potty” training and parents must be consistent at home with the training plan.

TUITION, FEES AND POLICIES

- ◆ Academy Child Development Center, Inc. is a 501 (c) (3), not-for-profit organization. Donors may deduct contributions.
- ◆ Academy's Board of Directors sets tuition for each program. Collection of tuition is an annual one-time fee or divided into equal monthly payment installments.
- ◆ Academy considers enrollment a commitment for the entire 12-month enrollment period (July 1st -June 30th) and for the entire school year for 10-month programs that follow the MCPS School Year Calendar. All budgetary decisions on based upon program enrollment.
- ◆ Tuition is collected via ACH withdrawal, Bank distributed checks, State Purchase of Care vouchers, Government Vouchers, or Military Vouchers.

12 month programs (enrollment period July 1st—June 30th)

- ◆ There is a monthly tuition charge that is due on or before the first business day of the month. If you enroll in the middle of the month, a pro-rated tuition charge will be due prior to the enrollment date.
- ◆ If a payment is late for any reason, a late fee of \$50 will be assessed.
- ◆ There are no refunds of tuition, application fees or other fees for any reason including early withdrawal.
- ◆ The Security Deposit is refundable for full year (12 month) early childhood programs if:
 - ⇒ The child attends the new program (according to the most recent application) at least one month and
 - ⇒ The director receives a one month written notice of withdrawal and
 - ⇒ There is no outstanding balance
 - ⇒ There is no midmonth withdrawal. Full month tuition installment will be assessed.

SCHOOL-YEAR ONLY PROGRAM TUITION

(Follows the MCPS school year calendar)

Tuition is an annual fee that is due prior to the start of the school year. Academy has reserved that space for your child for the school year and has staffed the center and budgeted accordingly.

- ◆ The Application Fee is non-refundable and due upon enrollment.
- ◆ A discount will be applied if the annual tuition is paid in full by August 1st.
- ◆ There is an option of equal, non-refundable tuition installments. The first payment installment is due on or before August 1st. Subsequent installment payments are due September 1st, October 1st, November 1st, December 1st, January 1st, February 1st, March 1st, April 1st, and May 1st maintaining a 1-month advanced tuition payment.
- ◆ Applications received after August 1st will be addressed an adjusted installment plan to be completed and paid in full by May 1st.
- ◆ If paying tuition in monthly installments, the security deposit is due, *unless otherwise specified in your contract*.

METHODS OF PAYMENT

Payments may be made by ACH automatic withdrawal from your bank account or by automatic direct payment from the bank made payable to Academy Child Development Center, Inc. Instruct your bank to mail tuition checks to Academy's business office at 10109 Darnestown Road, Rockville, MD 20850. Your canceled check serves as a receipt for payments.

CASH PAYMENTS NOT ACCEPTED. Requests for alternative payment options must be submitted in writing to your Center Director to be presented to the business office. Flexible Spending Cards for Dependent Care Programs– Contact Center Director.

DISCOUNTS

A family paying for one five day per week tuition will receive a 10% discount on additional five days per week tuition for siblings. (Except Before School Only Program). Discounts will be applied to the least expensive program. This is not available if a family qualifies for and receives other tuition assistance or discounts. No other tuition assistance or discounts apply. Academy discounts or financial assistance will be forfeited, if a payment is late, returned for any reason or early withdrawal. Academy reserves the right to cancel discounts, financial assistance or tuition incentive programs at any time, for any reason.

TUITION ASSISTANCE

Academy accepts vouchers from Montgomery County Working Parents Assistance (WPA) and Social Services child care subsidy (POC) programs with the understanding that parents will adhere to the policies and procedure outlined by either of those programs and Academy. It is also understood that parents are financially responsible for tuition to be kept current in the event of delays in the initial or the re-certification processing from WPA or POC programs. Government and military vouchers are accepted also. Families using vouchers must receive authorization from our Accounts Receivable Department prior to enrollment.

TUITION INCREASES

Academy is a not-for-profit, 501(c) (3) organization and must be self-supporting. Rates are set so that all costs can be met and no profit made. For this reason, periodic tuition increases will be necessary. Parents will receive a minimum of two weeks notice, if an increase is necessary.

FINANCIAL ASSISTANCE

If you wish to request an alternative payment plan or to inquire about financial assistance, contact Academy's Accounts Receivable Department at the business office.

SUSPENSION AND TERMINATION FOR LATE PAYMENT

If the Center has not received monthly tuition payment, by the sixth day of the month, the Center will refuse to admit your child to the Center until payment is made. If the Center has not received your payment by the thirteenth day after payment is due, your child's enrollment will be terminated and his/her space will be offered to another child. Any tuition, deposits or fees will not be refunded and unpaid contracted tuition balances will be due to Academy. Unpaid accounts after 30 days may be turned over to a collection agency.

VACATIONS/ABSENCES/CLOSINGS

It is financially impossible for Academy to hold a child's space, without previous payment, when absent for any reason, including vacations, trips, or illness. No vacation time is provided. Additionally, we are unable to refund or credit your account for inclement weather or emergency closings. Reminder that payment is due the first day of each month.

PROGRAM CHANGES & FEES

1. When increasing program by adding hours or days, a new application must be completed and an enrollment contract addendum will be provided outlining any adjusted security deposit or tuition installments required.
2. Reduction of the number of days or hours or withdrawal for any reason -

A request for reduction of services' form must be completed and submitted at least 30 days prior to the requested change.

12-month enrollment period (July 1st– June 30th) - a one month written notice must be received by the center director, a new application and \$100 reduction in program fee will be required. Reduction in your child's schedule jeopardizes space in our program as priority goes to full time applicants. You may be put on the waitlist until a part time space becomes available. You will be required to sign a part-time agreement that acknowledges you understand that priority goes to full- time applicants.

10-month school year "only" "programs" - Space has been reserved for your child according to your school year "only" annual contract and tuition is due accordingly. There are no reductions in program for 10-month school year "only" students*. Tuition continues to be due for the annual contract balance. Tuition in arrears of 30 days will be turned over to a collection agency. Requests for additions to the contracted hours will be accepted if space permits. Thus the tuition installments will be adjusted for the additional time.

*Requests for reduction of services will only be accepted after October 1st and with reasons justified by one of the following:

- ♦ moving to a new school district
- ♦ documented loss of job status
- *military location reassignment
- *documented family hardship

SESSION CANCELLATION -reserves the right to cancel sessions due to insufficient enrollment.

OTHER FEES- *Application Fee*- Annual non-refundable fee to submit application.

Enrollment Fee- Annual non-refundable due with enrollment contract.

Materials Fee- Students enrolled in Infants through School-Age will be assessed an annual non-refundable fee which is due with the enrollment contract. See tuition worksheets.

Late and Returned Payment Fees- Tuition is due on or before the first business day of the month. **A late fee** of \$50 will be assessed if payment is late for any reason. Furthermore, **if payment is denied** for any reason, an additional fee of **\$30** will be due. **ALL late/returned payments, plus all applicable fees must be paid by credit card and will include a late fee handling charge of 2.5% of your child's monthly tuition.**

Reduction in Program Fee– If a request to reduce contracted schedule is approved, there will be a \$100 change fee.

Drop-In Care– Fees are listed on the tuition sheets for each center and each age group.

Field Trips- The minimum bus charge is \$8 per child. Admission price and additional costs are added if necessary. Because reservations are necessary for the driver, bus and site/program, charge is non-refundable. Sign and return the Transportation Safety Restraint Policy.

Replacement Fee- If a child purposely loses or damages equipment or other property through inappropriate use, parents will be informed and charged for repairs or replacement.

LATE PICK UP POLICY

When you enrolled your child/children in our program, your enrollment contract stated the center/school's hours of operation. When your child/children are picked up late, our staff are required to remain at the center, therefore, unable to attend to commitments outside of the center/school.

It is the family's responsibility to arrange for an alternative pick-up person if they cannot be on time. If the designated pick-up person believes that they may be late, they are required to call the center and inform staff. If there is no answer, a message should be left on the general voice mailbox. Center staff are expected to answer the phone when at all possible and to check the voice mailbox for messages from parents.

If your child is not picked up within 30 minutes of the center/school's closing time, the staff will contact the appropriate agency that will then take the required action. The non-emergency police number is (301) 279-8000. Emergency Card information will be shared with the appropriate responding agency.

Late Pick-Up Fee- A charge of **\$1:00** per minute or any portion thereof, if a child is picked up after their scheduled dismissal or closing, including inclement weather/emergency closings. **Two dollars** per minute if a **third** time occurs. **Cash payment** is due directly to the staff members who stayed past closing hours or to the center director if it was beyond scheduled time. Payment is to be made prior to the child's return to the center.

If lateness occurs after closing hours more than three times, you may be dismissed from the program.

Part Time and Abbreviated Day Schedules-

If your child is dropped off early or picked up late 3 times ALTERING their confirmed schedule, late fees will be assessed for each occurrence and your child's tuition will be automatically increased to the next tuition schedule option.

PROGRAM DESCRIPTIONS



CURRICULUM

Academy Child Development Center, Inc. was founded in 1981 on an integrated, theme-based curriculum which is developmentally designed to enhance physical, emotional, cognitive, and social growth. Students are encouraged to explore, experiment, and experience developmentally appropriate activities that incorporate national and state standards. Play and self-selection of activities in guided settings are important components of our IDEAL curriculum.

To achieve our IDEAL curriculum Academy uses the Maryland State Department of Education (MSDE) approved curriculum standards for infants —2nd grade). The teachers use the **Core Knowledge Foundation Curriculum or The Investigator’s Club**. Children under 3 years of age will receive instruction based on the **Creative Curriculum for Infants and Toddlers and The MSDE Healthy Beginnings standards**.

Our programs are play based and experiential. Physical, social, emotional, and cognitive growth is stimulated through hands-on, real life experiences. Developmentally appropriate practice is the foundation of the curriculum and daily schedule planning. The content areas are Personal and Social Development, Language and Literacy, Mathematical Thinking, Scientific Thinking, Social Studies, The Arts (includes music, drama, dance, visual arts), Physical Development (fine and gross motor) and Health/Nutrition. Phonological awareness, vocabulary and comprehension development through reading aloud from theme-related children’s literature, writing, and creative learning spaces will be evident and experienced by students.

Teacher-guided and child-selected learning centers will be available for students to explore, reinforce, practice, and experience new skills. Also, being theme-related these interactive learning centers provide opportunities for individualized learning styles, interest levels, and social-emotional development skills of children.

“Play” is probably the most important means of learning. There will be times during the day when children will have the opportunity to self-select activities within the learning environment (inside and outdoors). Getting along with others, decision making and problem solving skills are all necessary for becoming a successful student, adult, employee, employer, and life-long learner.

Our staff supports children so that they feel safe and secure, give them responsibility, model empathy and respect for others, and encourage them to explore and discover the world around them. Lead Teachers have a baccalaureate in Early Childhood Education or other related field or the equivalent; Child Care Teachers are approved and qualified by the MSDE Office of Child Care. Instructional assistants, as is true with all staff, have orientation and mentor support prior to starting. All are required to take continued training annually. Teacher biographies are distributed at the beginning of each school year and if there are staff additions.

METHODS OF INSTRUCTION

The teachers and staff are organizers and directors of learning. They observe, guide, and report. Classrooms are child-centered and planned according to developmental needs. Both large and small group activities and learning centers provide opportunities for children to interact, problem solve and be imaginative and creative. After assessing individual learning styles and interests, teachers will use this information in program planning.

TYPES OF LEARNING ACTIVITIES

Activities are experiential, hands-on and designed to enhance physical, emotional, cognitive, and social growth. Developmentally appropriate activities will give children the opportunity to play, learn and relax in the following centers: blocks, board games, manipulatives and puzzles, outdoor play, music, woodworking, dramatic play, computers, dance and large muscle activities, arts and crafts, math, science, cooking, library and quiet corner. Literacy activities are integrated into all aspects of the program.

Field trips and on-site cultural arts experiences will expose students to the world around them and help develop an appreciation for and sensitivity to others. Our goal is to create an environment that embodies the Character Counts! values of caring, respect, trustworthiness, responsibility, citizenship, and fairness.

ASSESSMENT AND PROGRESS

In place of the conventional multiple choice assessment tests Academy is utilizing a process of using information to plan for and report individual profiles. Each profile charts each child's development over the course of a year and beyond. This system is a comprehensive means for monitoring children's social, emotional, cognitive and physical progress through teachers' observations and child work documentation within the context of the daily learning environment. One of the standardized developmental checklists is the ASQ which is completed by staff and parents. Conferences are scheduled to discuss children's progress and programming for their individual goals.

PRESCHOOL & PREKINDERGARTEN PROGRAMS (ages 3-5)

Academy Child Development Center offers MSDE approved Preschool and Prekindergarten for 3 and 4 year olds. Children must be 3 or 4 years of age on or before September 1 of the school year to be age-eligible for admission to the school program during that school year. Children must be 5 years old on or before September 1st to be eligible for our MSDE Kindergarten at the Academy Hills campus. If multi-age classes are offered, each child would be presented with appropriate school curriculum standards and instruction according to his/ her own ability.

The average class size is twenty children with at least one teacher and an assistant. Full day and extended day programs operate according to the Academy calendar. Refer to Academy's scheduled closings. School day "only" sessions are open during the school year for at least 170 to 180 days and follow the MCPS calendar (no class on late openings, early closing, holidays, inclement weather days, teacher in-service days, MCPS field trips, conference days, orientation, etc.).

Special enrichment classes are included in the weekly schedule– Spanish, Physical Enrichment, and Music. These classes meet the MSDE instructional standards for this age group. Parents can also opt to select extra programs for a fee such as ballet and soccer.

PREKINDERGARTEN EXPANSION GRANT

Academy had been awarded the state and federal grant to provide prekindergarten to qualified students. To qualify students must be 4 on or before September 1st and their household income must meet the 200% or 300% Federal Poverty Level (FPL). The grant is funded by the U.S. Departments of Education and Health and Human Services under the authority of Sections 14005 and 14006 of the ARRA and the Department of Education Appropriations Act, 2014.

To qualify as a provider of these services, Academy met the stringent standards outlined by the state and federal mandates. Academy has achieved the highest level of the EXCELS rating scale and has achieved and maintained MSDE state accreditation. The teachers are certified by the State of Maryland.

The funding from the grant allows for supplies, materials, staff salaries, food, enrichment activities, curriculum upgrades, staff training, parent training and engagement activities, to name a few. Academy is also a partner with various county agencies which includes Montgomery County Public School.

Program follows the MCPS school calendar for the students who only want the 9:25 a.m.- 3:55 p.m. or the 9:00 a.m.-3:30 p.m. school day. Before and After care is available and all day care on school holidays. WPA, POC and military/government vouchers are accepted.

ACADEMY PRIMARY SCHOOL (Transitional Kindergarten– 2nd grades)

Academy Primary School (APS) is dedicated to providing a challenging yet developmentally appropriate learning environment for children Pre-Kindergarten through Second grade. By encouraging creativity, exploration and self-discovery, students learn beyond the academic day.

Our mission-

- To prepare students for the educational challenges in their future academic endeavors.
- To offer continuous care and education for working families who value a private school education but also need child care.
- To develop a community for families where they can receive support and resources from Academy and from each other using the Parent/Teacher Exchange Advisory Group as a communication and resource guide.

Students receive an enriched curriculum using the Core Knowledge Sequence K-8 system which allows students to advance beyond their age/grade standards of MSDE. There are 18-20 students enrolled in this school-year program. The teacher and an experienced teacher assistance provides for small group and individualized attention.

Students are enrolled five days per week for between 170 and 180 school days. Child care for before and after school is included in the annual school-year tuition. Students may continue in the Academy Primary School K-2nd grade program before transferring to another private or public school. This allows students the time to progress at their own academic pace.

APS includes a program for children who miss the September 1st age requirement for Kindergarten or who have already attended two years of preschool and prekindergarten. The Transitional Kindergarten program provides more academic and social opportunities to prepare children for greater success in kindergarten without having to repeat another year of Prekindergarten curriculum.

Special enrichment classes are included in the weekly schedule– Spanish, Physical Enrichment, and Music. These classes meet the MSDE instructional standards for this age group. Parents can also opt to select extra programs for a fee such as ballet and soccer.

In place of the conventional multiple choice assessment tests Academy is utilizing a process of using informal research based information to plan for and report individual profiles. Each profile charts the individual child's development over the course of a year and beyond. This system is a comprehensive means for monitoring children's social, emotional, cognitive and physical progress through teachers' observations and child work documentation within the context of the daily learning environment. One of the standardized developmental checklists is the ASQ which is completed by staff and parents. Approved curriculum assessment checklists are also used to develop individualized and small group instructional lessons. Conferences are scheduled to discuss children's progress and programming for their individual goals.

Food Service— Breakfast and afternoon snack is provided, Lunch can be brought from home or purchased at school through a prepayment plan.

Summer— The Imaginarium Program continues their academic enrichment on the same campus. If students are ready for a more camp-like travel program they can transition to Academy's Trips & Dips summer enrichment program. Bus transportation is provided to and from the Academy Hills Campus.

Sample Daily Schedule

Preschool and Pre-Kindergarten

Opening hours through-9:00 a.m. WELCOME/GATHERING

Child Selected Activities

Breakfast Snack/Transition Activities (Clean Up)

9:00-9:30 a.m. CIRCLE TIME

Theme discussion, music/movement related activity, Routines- Calendar, Weather, Birthdays

Plan Do Review Process

9:30-10:30 a.m. LEARNING CENTERS (MSDE standards and objectives)

Academic readiness activities (7 domains)

Teacher Directed small groups and Student Selected Centers

Clean up activities

10:30- 11:30 a.m. TRANSITION (bathroom and hand washing)/OUTDOOR ACTIVITIES

11:30- 11:45 a.m. CIRCLE TIME #2

Plan Do Review Follow-up

LITERATURE- Story Time

11:45- 12:00 p.m. TRANSITION (bathroom, hand washing)

12:00- 12:30 p.m. LUNCH **12:30** HALF DAY STUDENT DISMISSAL

REST TIME 1:00

2:00-2:30 p.m. LEARNING CENTER ACTIVITIES/SMALL GROUPS

2:30- 3:30 p.m. TRANSITION TIME/ SNACK

3:30- 3:45 p.m. MUSIC AND MOVEMENT

Transition time

3:30- 4:30 p.m. LEARNING CENTER ACTIVITIES

4:30- 5:00 p.m. OUTDOOR ACTIVITIES (GROSS MOTOR)

5:00- 5:15 p.m. TRANSITION ACTIVITIES (bathroom, hand washing, clean up)

5:15- 5:45 p.m. STORY TIME ACTIVITIES

5:45- 6:15p.m. Closing Activities

Each enrichment class is scheduled for 1 morning per week.

SCHOOL AGE PROGRAMS (grades K-5): KAVE CLUB

Academy's school age childcare provides developmentally appropriate programs for children and support for their families when school is not in session. This program is available during the ten-month school year and summer sessions are offered when space is available.

There are various schedule options available to families that best meets their child care needs. The Extended day option (Before and After program) offers full day child care coverage when Academy is open on school holidays, professional days, half days, inclement weather days, etc. Before School Only and After School Only option is available when MCPS is in session. Holidays, snow days, or other MCPS all day closings are not included in part day programs. Refer to Academy's scheduled closings in this handbook and this year's Academy Calendar.

Students need an environment that's relaxing, fun, safe and motivational. Special activity Clubs during the Before and After care program support opportunities for children to form friendships, develop interests, skills and to experience an environment of companionship and guidance. Group time, snack, outdoor play, recreational and club activities will be scheduled daily. Field trips round out the program using Academy's approved bus transportation.

Homework Time- Academy encourages academic achievement and provides a quiet 35 -45 minute homework period (varies with age). If a student has not completed the homework, he/she may opt to complete homework or to participate in the planned daily activities. Staff does not provide individual tutoring to students but will assist with directions and encourage students to assume responsibility for their assignments. Resource materials are available.

Ratios are 1:12 (Kdg) and no greater than 1:15 (1st-5th). Staff ratios are adjusted as needed according to the complexity of activities such as field trips, cooking, etc.

A Day in the Life of a "Clubber" Sample Schedule of the School Age Program-

Before School

7:00 a.m.-7:30 a.m.	Opening/Table Top Games
7:30 a.m.-8:00 a.m.	Group games, Cooking/Art
8:00 a.m.-8:25 a.m.	Breakfast
8:30 a.m.-9:00 a.m.	Outdoor Fun

After School

3:30 p.m.-3:45 p.m.	Snack
3:45 p.m.-4:30 p.m.	Homework/Quiet Activities
4:30 p.m.-5:00 p.m.	Outdoor Fun
5:00 p.m.-6:00 p.m.	Club Sessions
6:00 p.m.-6:30 p.m.	Group/Table Games and Closing Activities

Hours of operation and schedules may vary by center location.

MAGNET PROGRAM-STUDENTS ENROLLED IN THE CHILD CARE PROGRAMS WHO ARE NOT ENROLLED WITHIN THE SAME ELEMENTARY SCHOOL.

Academy's agreement with Montgomery County Government to be in CUPF space within a school's licensed child care space outlines that priority enrollment in that program is to be given to children that attend that elementary school. Enrollment of students attending other elementary schools must be first approved by the elementary school principal in which Academy is providing before and after school care.

Preapproved child care students attending magnet programs will be dismissed from the child care program 10 minutes prior to the MCPS bus departures to the magnet schools. Students will wait at the designate MCPS bus stop located near the entrance of the elementary school where they are mostly supervised by MCPS appointed Safety Patrols.

Students returning to after care by MCPS transportation will enter the child care room immediately upon arrival. Parents are responsible for contacting the Center Director when students will not be attending the after care program so that if a student does not arrive in the child care room, a "lost child" process will be initiated.

If a student misses the bus, the student will return to the Academy classroom and Academy will contact parents. Student will wait in the child care classroom until transportation arrangements have been made by parents. Academy can not be responsible for early, late, or no bus arrivals and/or departures.

INFANT, TODDLER, TINY TOTS PROGRAM (2 months- 3 years)

Academy offers carefully designed environments for our youngest children, starting at two months of age. Specially trained staff nurture and guide the little ones through these formative years. Continuity of care and secure, loving relationships prepare children for their emerging independence.

The Tiny Tots staff will assist with “potty training” for two and three year olds. This is a cooperative process between parents and center staff.

Staff ratios are excellent and usually exceed recommendations. A 1:3 ratio is maintained in the Infant/Toddler room and a 1:6 ratio in the Tiny Tots. Staffing for each classroom depends on the ages of the children, the number of children in the group, and the individual classroom size.

All teachers maintain current infant/child CPR and First Aid. Staff members are selected according to Academy policies, OCC licensing requirements, and accreditation guidelines. In addition to early childhood credentials, all teachers have completed course work specific to children, birth to age three. Each infant and toddler will be assigned a primary care provider who will be responsible for working with parents regarding their child’s activities, growth and development.

To help maintain a healthy environment for all, parents must furnish documentation of immunizations, medical conditions, and medication orders as required by the MSDE Office of Child Care and the MD Department of Health and Mental Hygiene.

The program will be individually developed according to Maryland State Department of Education child development standards, individual needs, and center constraints using the **Creative Curriculum for Infants, Toddlers and Twos**. Developmentally appropriate activities are child-centered, directed toward the natural interests and inclinations of children. The activities are also need-centered, directed toward the physical, emotional, cognitive and social abilities of children as determined by normal expectations.

The Infant/Toddler/Two curriculum will concentrate on all developmental aspects of the young child that are critical during this period of brain development—theories of child development, individualization, family involvement, health-safe-stimulating environment, child selected activities, adult interactions, and specialized training for staff.

“Play” is probably the most important means of learning. There will be times during the day when children will have the opportunity to self-select activities within the learning environment (inside and outdoors). Getting along with others, decision making and problem solving skills are all necessary for becoming a successful student, adult, employee, employer, and life-long learner.

The Creative Curriculum for Infants/Toddlers/Twos assessments and the ASQ developmental screening tool will be used to document children’s growth and development. Parent meetings and workshops will be held periodically to give parents the opportunity to meet with the staff and with other parents who have children at Academy. Regular conferences are required to maintain a developmentally appropriate individual plan for this age group.

INFANT/ TODDLER/ TINY TOTS (continued)

Parent communication will be on a daily basis via the completion of a daily log via the mobile app– KidReports and through morning and afternoon dialogue between parents and teachers. Parents are strongly encouraged to share information with staff and should put important information in writing. Staff will complete the log indicating feeding patterns, diapering schedules, sleeping and daily highlights. Every two months, parents need to provide the center with an updated written daily schedule for their child. During center orientation or conferences parents are to become aware of the policies specific to their center location.

ARRIVAL PROCESS:

- Leave your shoes in the designated area or cover with booties (except in Tiny Tots). We are a no shoe zone for infant/toddler classrooms.
- Parents are to bathroom and groom their child when they arrive in the morning.
- Complete the parent section of the log (KidReports).
- A designated staff member is required to conduct at least 1 daily health check of each child when they arrive and document the findings on the log. Other daily health checks will be completed periodically throughout the day.
- Sign in your child using the sign in sheet.
- Place LABELED food in designated area.
- Read parent bulletin board for important information.
- Read items in child's cubby or folder.
- Don't forget your shoes.

DEPARTURE PROCESS:

- ◆ Cover or leave shoes outside classroom
- ◆ Greet your child and staff.
- ◆ Sign out on the clipboard.
- ◆ Read bulletin board or teacher notes for information.
- ◆ Take home necessary items from cubby.
- ◆ Don't forget your shoes and your child.

Have a wonderful evening with your family.

Naptime/ Equipment/ Furnishings/ Materials

All children have individual cots or cribs. Cribs meet the standards of the Consumer Product Safety Commission. Each crib has Plexiglas ends, a snugly fitting sheet and a moisture proof covering. Bulky blankets, crib bumpers or large stuffed animals are not permitted. Soft, non-skid clean shoes or slippers are worn on cots. Cribs and sheets are washed daily; weekly for Tiny Tots. The cleaning of all bed coverings is the responsibility of the parents unless indicated by the Center Director. Furniture and equipment will be purchased with safety in mind. Walkers are not permitted. Ample toys and materials are available to stimulate language, motor, cognitive, and social development. Infant room toys are sanitized daily and at least weekly in the Tiny Tots room.

Diapering/ Toilet Training

Each parent will furnish disposable diapers/training pants, diaper wipes, and diaper creams or ointments (with completed medication order). Staff will follow Health Department approved hand washing, diaper changing, disposal, and bleach clean-up procedures which are posted above each diapering table, sink, and toilet. Universal precautions are practiced. Soiled clothing will be placed in a plastic bag and put in the child's cubby. All supplies will be conveniently located for easy accessibility. No child will be left unattended in the bathroom or on the changing tables at any time. Academy will follow the national standard for diapering procedures which requires vinyl gloves worn on both hands and changed for each child. Adults' hands are washed before and after each diaper change. Child's hands are washed after each diaper change. Toilet training using a toilet (not potty chair) will begin when the child meets the toileting readiness checklist recommended by nationally recognize authorities. Parents and Academy staff will develop a consistent toileting plan at home and at school.

No Screen Time

Infants, toddlers and twos need responsive interactions with adults; therefore Academy has a "No Screen Time" policy for children ages 3 months-36 months of age. This follows the developmentally appropriate practices as outlined by NAEYC, as well as the American Association for Pediatrics (AAP).

No Shoe Policy

MSDE and NAEYC Accreditation standards require that in classrooms containing non-ambulatory or crawling infants and toddlers there is to be a No Shoe Policy. Academy is extending this to children, staff, parents, maintenance crew, etc. Shoe covers are provided for parents and other adults. Parents are asked to provide separate non-slip shoes or socks for classroom use. Staff will be permitted to have separate classroom shoes with shoe covers available as needed. Tour visitors and guests will not be permitted into an infant room.

Grooming

Parents are responsible for grooming their child- combing hair, brushing hair, washing hair, cutting hair, cutting toenails and fingernails.

BREAST FEEDING POLICY

- ◆ Academy encourages families to breast feed their infants if they choose by training staff to support the process, supply resources and by providing a convenient, confidential and cozy spot to breast feed on site.
- ◆ Academy staff who provide infant care complete the state regulated Breast Feeding training as a licensing requirement.
- ◆ Academy will listen emphatically and help mothers to articulate their breastfeeding or using formula goals for their child.
- ◆ Academy will Include fathers and other support relatives or partners in discussion and decisions related to the infant's care and feeding.
- ◆ Ample resources will be provide parents for developing healthy feeding plans that meet their family's needs and beliefs.

NUTRITION POLICY

Academy is participating in the Child and Adult Care Food Program (CACFP), a Federal program that provides financial and professional support to provide healthy meals and snacks to children in our care. Breakfast and snack menus meet the requirements of this federal program. Academy also meets state and federal portion control requirements for each age group. This program helps support the milk program at most of the Academy Centers. Galway Center also participates in the breakfast and snack reimbursement programs.

What to Bring Checklist (age applicable)

- ◆ Light weight blanket (no heavy quilts or crib bumpers).
- ◆ Snuggly animal or comfort item (no large stuffed animals).
- ◆ Extra clothes (labeled).
- ◆ Disposable diaper package (labeled).
- ◆ Medications and ointments as indicated on approved medication authorization form.
- ◆ Bibs (labeled).
- ◆ Pacifiers for naptime use only and may be used only when child is in their crib or on their cot. Several labeled pacifiers are needed each day- no long string attachments. Pacifiers are not required.
- ◆ Shoes- classroom and outdoor pairs for all children under 2 years old.
(Soft, nonskid shoes or slippers for the classroom shoe)
- ◆ Shoes at rest time for children 2 years of age and older – soft, nonskid shoes or slippers.
- ◆ Prepare formula or breast milk in labeled bottles with individual nipples for each serving.
- ◆ Bottles and nipples for each food serving- 3 servings = 3 bottles/liners and 3 nipples.
- ◆ Commercially prepared baby food or parent packed nutritious meals/snacks for children less than 2 years of age.
- ◆ Non-disposable utensils for each meal and snack.
- ◆ Sippy cups labeled- enough for each serving. (i.e. 2 servings of milk requires 2 sippy cups and 2 servings of juice require 2 sippy cups and 2 servings of water requires 2 sippy cups= 6 sippy cups).
- ◆ Drinks cannot be re-refrigerated in the drinking container. Contamination occurs after 1 hour.

Food Guidelines for Infants/Toddlers/Tiny Tots

Academy prides itself in staying a forerunner in the field of early childhood education by promoting health, safety and nutrition. We regularly review current health and safety resources and discuss the requirements and recommendations with the Maryland State Department of Education's Office of Child Care/Accreditation and the Montgomery County Health Specialist. When appropriate and necessary, Academy revises old and implements new policies for the safety and well-being of our children.

Parents and staff of infants and toddlers will develop a feeding plan which indicates the time of the feeding, amounts of food, and the kinds of food to be consumed. All food is to be provided by the parent to accommodate various diet plans. However, health and safety requirements will only allow Academy staff to serve food that meets health and safety standards.

Food Service:

1. Academy provides breakfast snack and afternoon snack for children 2 years and older.
2. Parents will need to furnish a nutritious lunch for their children each day.
3. Infant/Toddler food will be heated and or refrigerated as needed. Developmentally appropriate foods for snack or lunch prepared by the parent and consumed by the child the same day.
Infant and Toddler Breakfast– Students are required to have Breast Milk or iron fortified formula until 12 months for breakfast. Cereal is introduced at 4-7 months and fruit/vegetable at 8-11
4. Label everything and every serving part with child's name. (i.e. bottle, all parts of the sippy cup- top and bottom)
5. Label all food to be refrigerated.
6. Parents will provide prepared food and formula or breast milk to be served. Food and formula containers will not be heated in the microwave but in heated water when necessary. Parents will provide formula or breast milk in prepared bottles with nipples for each serving.
7. Only single serving bottles and nipples will be used for each meal. (i.e.- 3 meals then 3 separate bottles with clean nipples will be accepted- bottles with liners will be accepted but liners and nipples must be changed with each serving)
8. Sippy cups used by many toddlers are only to be used for single servings. They cannot be rinsed out and reused. Consequently, a separate sippy cup is required for each serving of juice, milk, water.
9. Opened food cannot be re-refrigerated after child has eaten out of the container; has drunk out of sippy cup or served directly from a baby food jar. For the initial serving from a jar of baby food, staff will pour serving into separate container before serving to child. The last serving can come directly from baby food jar.
10. Leftover perishable food/formula will be disposed of daily. Only nonperishable, unopened commercially packaged food will be allowed to leave the center in the child's lunch container. Food will be disposed of after each meal unless parent submits written request to see leftover food at dismissal. At that time the food will be discarded according to policy. (All opened food is considered contaminated after 1 hour.)
11. Staff will not serve children less than two years of age using plastic utensils or styrofoam containers. (choking hazards)
12. Parents will provide daily non-disposable serving utensils for each snack or meal for children less than two years of age. A commercial sanitizing dishwasher in an approved commercial kitchen is required to reuse non-disposable utensils for each meal.

Food Guidelines for Children 2 Years and Older

POLICIES AND REGULATIONS:

- ◆ Parents will need to furnish a nutritious lunch for their children each day.
- ◆ Academy will provide fresh non-fat or 1% milk with lunch for children 2 years and older.
- ◆ Due to limited space, lunches **cannot be heated** for children 2 years and older.
- ◆ Label all food bags or containers to be refrigerated.
- ◆ For young children, avoid foods that present a choking hazard such as nuts, popcorn, fresh carrots, raisins, uncut grapes, hot dogs and apples. Please do not send candy, gummy 'fruit' snacks, soft drinks or other "empty calorie" foods to school. Learning good eating habits is important at an early age.
- ◆ Academy will furnish whole milk to children in the Tiny Tots room (up to 24 months) who will be in attendance during breakfast time each day.
- ◆ Children 2 years and older will receive milk with breakfast as well as a fruit/vegetable, bread or cereal alternative when they are enrolled during breakfast time.
- ◆ Academy follows the State and Federal guidelines for selection and portion requirements when developing the breakfast and snack menus. Menus are posted and distributed monthly.
- ◆ No Breakfast will be served on delayed openings or after 8:30 a.m. on regular days.

FOOD ALLERGIES/ SENSITIVITIES We do not knowingly stock or serve foods that contain nut ingredients .

Academy recognizes that food allergies, in some instances, may be severe and occasionally life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish and shellfish. We will attempt to avoid serving foods containing peanut or tree nut products at snack but cannot guarantee that products with nuts or other allergens or products made in facilities that process these allergens will never be present. Parents of children with documented and severe food allergies or multiple food allergies may be required to provide snacks for their children.

Parents and the health care provider must sign and provide written protocols for all students with food allergies/ sensitivities. These conditions should be documented on the Medical Condition form, found on the back of the Emergency Form, and on the Physician's Health Inventory (within the previous 6 months). Parents of students with life-threatening or extensive allergies must provide Academy with emergency medication and the Medication Administration Authorization form signed by parent and the child's health care provider, to be kept at the center and taken on trips in case of accidental ingestion. It is the parents' responsibility to meet with and instruct staff on the proper administration of epinephrine, nebulizers and health care plans prior to the first day of attendance. Information pertaining to a student's allergies will be shared with all staff that may have contact with the child.

Parents of a child with food allergies are responsible for teaching their child at an early age about managing the allergy by identifying safe foods and reviewing the snack menu together each morning. If after reviewing the menu, parents are uncertain about possible exposure to allergy-causing foods, they should provide a snack for their child that day. If the parent of a young child (2-4 yrs. old) is concerned about a documented food allergy, the parent may provide their child's teacher with up to two non-perishable safe snacks to be kept at the center. This policy has been adopted to better ensure a safe and healthy environment for your child.

GENERAL PROGRAM INFORMATION

TRANSITION AND CONTINUITY OF PROGRAMS

To ensure the most appropriate placement for a child, transition planning must be undertaken. Progress reports and individual student recommendations, parent conferences, portfolios, classroom visits, and orientations for parents and students are all necessary for successful transitions to new classrooms and to the elementary schools. Center directors and teachers attend kindergarten orientation days at the local schools. As part of the MCPS partnership Academy staff and administrators participate throughout the year in teacher training activities relating to curriculum and assessment standards. At the end of year parent conferences teachers discuss transition to school strategies with parents. The receiving elementary schools are sent the children's progress reports and recommendations at the permission of the families. Staff also attend IEP conferences by parent invitation.

FIELD TRIPS

Beginning with Tiny Tots, all classes will go on field trips. These trips are important learning experiences and are an integral part of the curriculum. A blanket permission statement on the Enrollment Agreement gives your child permission to participate in these events. Notices will be posted before each trip for your information and to coordinate parent participation. It is important that your child be at school in plenty of time to join the class for the trip. Unfortunately, due to staffing constraints, parents of children not joining the group for scheduled field trips must make alternative child care arrangements. Parents are encouraged to volunteer for field trips because it is an excellent way to share and participate in their child's program. Each family will be responsible for the costs of the trip. This will include bus fee and admission if applicable. The fee for the bus is \$8 or \$12 per child. Staff makes every effort to keep costs down. Contact the center director if you wish to request financial assistance.

TRANSPORTATION SAFETY RESTRAINT POLICY

Academy Child Development Center, Inc. always maintains a high standard for safety when transporting children. Our Academy yellow school bus is an approved school bus. Yellow school buses are not required by the Maryland Motor Vehicles Administration to secure children in "car seats" or safety belts. Children riding in this bus will be secured with an anchored lap belt unless the parent requests no belt or that the child's own approved car seat is used on the bus. We may not secure booster seats with lap belts only.

When riding in class M vehicles such as our activity bus, it is required that all passengers use an approved safety restraint system. Consequently, Academy has purchased approved seats for passengers up to 90 pounds.

Parents may occasionally transport children for field trips. These parent volunteers will be required to submit a copy of their current driver's license prior to the trip. Before any child may be transported by private passenger vehicle, their parent must give permission and supply an approved safety restraint for their child's use in the volunteer parent's passenger vehicle.

BUS SAFETY

Academy employs our own licensed drivers with school bus passenger endorsements. Our buses are inspected and receive routine maintenance on a regular schedule. Staff practice and plan for emergency evacuations. Buses are equipped with seat belts and/or approved seats. Please see our "car seat" policy.

BIRTHDAY CELEBRATIONS

Whenever possible, birthdays will be celebrated on or close to a child's birthday. Because of our safety concerns regarding food allergies and in light of the childhood obesity epidemic, Academy will celebrate each child's special day **without serving any food treats**.

Parents of the birthday child may wish to furnish small non-food items such as stickers, pencils or other appropriate goodies for their child's classmates.

All arrangements are to be made with the teacher in advance so that your child will enjoy a smooth, organized and special day. Parents are strongly encouraged to join in the celebration and are invited to share a special activity or story if they would like to do so.

NAPTIME

Children through Pre-School will have a daily nap period. Pre-Kindergarten has a rest period. Academy furnishes cots and sheets which will be washed weekly. Parents need to supply a small blanket, soft slipper socks, and if helpful, a small snuggly toy. For comfort and health, children will remove shoes for napping. Please label these items. They will be sent home weekly for cleaning.

SCREEN TIME POLICY – TV/DVDS/COMPUTER/VIDEO GAMES

Technology may be used on occasion to enhance the curriculum. Activities using TV/video, computer, or video games may be used on occasion to enhance curriculum. Academy has established and posted rules for children and staff regarding the appropriate use of the computer and internet. The following guidelines are used to protect children:

- ◆ For children ages 3-36 months there is a "No Screen Time" policy.
- ◆ For children three years and older, total media time shall be limited to no more than thirty minutes once a week, and for educational or physical activity use only.
- ◆ During meal or snack time, TV, video, or DVD shall not be allowed.
- ◆ Computer use shall be limited to no more than fifteen-minute increments except for school-age children involved in homework assignments.
- ◆ The teachers will carefully review, select and screen titles that are appropriate and topic related. Parents/guardians will be informed if screen media is used in the program.
- ◆ Some classrooms may schedule a "fun" movie day. Academy will allow children to view "G" rated movies for limited periods. On occasion, and only with parental written permission, will an appropriate "PG" movie be selected for school age students. Academy has purchased a copyright permit.



CLOTHING

Send your child to school in play clothes appropriate for the day's weather and for messy activities. The clothes will probably be dirty by the end of the day. Please do not reprimand children for this, as it will inhibit future participation. Every child should have spare clothing in their back pack. All extra clothing must be plainly marked with the child's name. Please return any emergency school clothing your child wears home so that we have it available for the next time. Safe and sturdy footwear is needed for climbing, running, and jumping.

OUTDOOR PLAY

The Center recognizes the importance of giving all children the opportunity to play outside 2-3 times each day. We will go outside in cold weather. Hats and gloves are necessary. Only heavy rain or ice will keep us inside. During hot weather, a sunhat, light tee-shirt, and sun block will help protect your child.

PHYSICAL ENRICHMENT EDUCATION

Academy recognizes the importance of physical development of children. The daily schedule includes at least two outdoor play opportunities. In addition, Academy provides music and movement activities as part of the daily curriculum for all age groups. Academy's physical enrichment class is held weekly for ages 3-5 during the school year and meets the MSDE developmentally appropriate curriculum standards for active engagement.

Teachers will follow the required weather restrictions and conditions for safety, heat and cold when making decisions regarding outdoor play. Appropriate clothing for the weather will be maintained in the child's cubby. Sunblock will be provided by the parent with directions for application which meets the MSDE OCC licensing regulations.

TOYS & VALUABLES FROM HOME

Unless it is a designated sharing day, please send your child to the center with a naptime snugly only. Personal items can be disruptive to classroom activities and may be unsafe. Academy can not assume responsibility for the replacement of items that are lost, stolen, or broken.

PETS/ANIMALS

Academy will meet the OCC licensing requirements pertaining to pets and animals in the center. Regular classroom pets will consist of mainly fish aquariums. As part of the educational curriculum topics visiting pets such as cats or dogs will have current rabies certificates. Allergies of the students will be considered prior to pets visiting. Professional companies that provide animal education programs and exhibits may be present at the centers. Parents will be notified of these special events.

NECESSARY DAILY SUPPLIES and REMINDERS

Preschool and PreKindergarten

- ◆ Label everything except your child!
- ◆ Nutritious lunch with food labeled for refrigeration.
- ◆ Necessary medications with physician's orders correctly completed.
- ◆ Small backpack containing:
 - ◇ Spare clothing
 - ◇ Small naptime blanket
 - ◇ Slipper socks
- ◆ Specific classroom requirements received at orientation.

PARTNERSHIP WITH PARENTS

PARENT ORIENTATION MEETING

An initial meeting of parents, child and teacher is necessary. At your **Parent Orientation** you will have the opportunity to meet the center director and teachers, receive teacher biographies including their educational credentials, get information about curriculum and classroom procedures, and have all your questions answered. The success of your child's development and education depends on cooperation between home and center. We invite every family to fully participate in Academy programs. The center hosts functions throughout the year. In addition to numerous opportunities within each class, every family is strongly encouraged to complete a parent questionnaire for each child every year. These questionnaires are reviewed by the Academy administration and the voluntary parent committee to help enhance Academy's future programs.

PARENT ENGAGEMENT AND INVOLVEMENT

Academy believes that parent involvement is vital to the success of your child's program and subsequent development. Consequently, the relationship between staff and parents must be an integral part of providing an appropriate program for children. Staff demonstrates the value of this relationship by acknowledging:

- ◆ The influence of the parent on the developing child as the child's first teacher
- ◆ The importance of the family's goals for the child
- ◆ The lifestyle of each family and unique styles of child rearing
- ◆ The unique beliefs and value system of each family
- ◆ The family's ethnic, cultural, and religious background
- ◆ The desire of parents to learn about their children
- ◆ The pride parents take in their children and their children's accomplishments
- ◆ The value of parental input and contribution to the Academy program

PARENT/CENTER COMMUNICATION

Communication forms the basis of any relationship. Our partnership with families is dependent on the sharing of information. Academy periodically offers parent training opportunities on such topics as toilet training, calming and coping, making friends, discipline (setting limits), etc.

What we do to keep parents informed:

- ◆ Meet and greet families at arrival and departure.
- ◆ Post monthly plans, menus, newsletter, parenting tips, schedule, field trip/party notices, etc.
- ◆ Place notices, tuition receipts, accident reports, completed "projects," etc. in child's folder/cubby.
- ◆ Place and return phone calls and emails.
- ◆ Offer Parenting Workshops through Academy Training Institute.
- ◆ Schedule parent/teacher conferences annually and more often as necessary.
- ◆ Provide written student assessments twice a year.
- ◆ Maintain community resource information board and parenting media collection.
- ◆ Schedule parent and student orientation visits for new and continuing families.
- ◆ Coordinate parent visitation days, back to school nights, etc. with MCPS and PTA.
- ◆ Hold at least two evening family functions per year.
- ◆ Invite parents to participate in center's Parent Teacher Exchange Committee and PTA liaison.
- ◆ Have an open door policy — parents of registered students are welcome to visit anytime.

How parents keep us informed and stay involved: READ THE FAMILY HANDBOOK!

- ◆ **KEEP EMERGENCY INFORMATION AND PHONE NUMBERS UP TO DATE!**
- ◆ Greet teacher at drop off and pickup.
- ◆ Make written entry in class log book.
- ◆ Call us and leave a message or email to ask questions and share thoughts.
- ◆ Volunteer to spend time at the center.
- ◆ Attend parenting workshops and read the monthly newsletters.
- ◆ Attend annual conference and request another if you feel that it would be helpful.
- ◆ Complete and return annual parent survey/ questionnaire.
- ◆ Join the Parent Teacher Exchange Advisory committee.

ANNUAL PARENT QUESTIONNAIRE

Annual parent surveys are used to validate program components that are meeting or exceeding expectations as well as to make annual recommendations that address any significant issues. This is a powerful tool for self study and action. Please be sure to complete your questionnaire when it is sent home and volunteer to join the (PTeX) Parent Teacher Exchange committee to assist with collection, tabulation, meetings, reports and implementation of new ideas.

CONFIDENTIALITY AND RELEASE OF INFORMATION

Academy will not, without written permission, give out or discuss information about a child or their family to anyone other than appropriate staff members and representatives of certain health, safety and welfare agencies as required by federal and state law. Other exceptions that allow disclosure without written consent-

- ◆ Academy will share health and safety information regarding school-age students with the appropriate elementary school officials, to protect the health, safety, and learning of all students.
- ◆ Representatives of a public agency in a safety or health emergency.
- ◆ Authorized government officials
- ◆ Judicial order or subpoena
- ◆ Accrediting organizations carrying out accreditation functions.
- ◆ Financial aid personnel, if needed to determine eligibility for financial aid.

Upon written request from a student's parent or guardian, the director may be authorized to release copies of a student's records to a specified recipient. Cumulative records are maintained for each student enrolled.

- ◆ These are retained for two years after the student has left Academy and will be destroyed at that time. Records are confidential and kept in a secure location.
- ◆ Additional copies of individual student records are available at a cost of \$1.50 per page.

Photographs of program activities are taken and may be used for educational research or publicity (web, brochures, mailings, flyers, etc.).

Early Childhood Education majors from area schools, such as the University of Maryland, may be placed at Academy centers for supervised training and observation.

PROBLEM SOLVING WITH PARENTS

What to do if you have a concern:

- ◆ Schedule an appointment to discuss the concern with your child's teachers.
- ◆ Observe the class. Academy has an open-door visitation policy for parents of enrolled students.
- ◆ Develop a plan of action with the teachers. A written monitoring and evaluation time frame will be established and signed by the parents and teachers.

Not satisfied?

- ◆ Contact the center director to set up a conference to discuss the concern with parents, teachers and director.

If unresolved?

- ◆ The center director will contact Academy's Administrative Support Staff to discuss the issue with parents and address the concern in the most appropriate and professional manner. Outside professionals may be contacted for assistance in developing the best plan for a successful relationship.
- ◆ Parent will be invited to present the concern in writing to the Academy Board of Directors..

Academy is happy to work together with families to address concerns; however, we must take into consideration the impact any decision will have on other children, families, staff and program integrity.

BEHAVIOR MANAGEMENT POLICY

Social-emotional health is one of the most critical factors in a child's healthy development and school readiness. Responsive relationships and positive discipline techniques create supportive environments where children can grow and thrive.

Positive guidance techniques will be used to establish discipline. Academy will endeavor to discipline children to help them develop internal self-control of their behaviors while building self-esteem. The staff will provide developmentally appropriate opportunities for each child to practice making good choices. It is imperative that the adults, both staff and parents, have consistent responses to the children and model positive behavior.

The first and most effective strategy for creating a cooperative learning environment is to encourage positive behavior by providing positive reinforcement and guidance. Some examples of positive discipline techniques include:

- ◆ Set realistic, developmentally appropriate expectations and limits.
- ◆ Consistently enforce a few (3-5) rules with known consequences.
- ◆ Arrange the room to encourage positive behavior.
- ◆ Establish a consistent routine with a balance between teacher and child directed activities.
- ◆ Encourage the STOP, THINK, MAKE Good Choices program to allow children to make choices.
- ◆ Use redirection techniques where the adult changes the child's focus from a negative behavior/ experience to a more positive one.
- ◆ Ignore some inappropriate behavior which is attention seeking and not harmful to the child, other children, or the program.
- ◆ Provide **A Peace Place** - a separate cozy area in the classroom away from the flow of activity for a child to calm down. The goal is for a child to learn when he/she needs to go to the Peace Place. After the child has regained control, the teacher asks the child if he/she is ready to return to the group.

Time out is a last resort and is used only when a child has done one of the following:

- ◆ Willfully hurt another person physically or emotionally.
- ◆ Endangered himself by not following a safety rule.
- ◆ Destroyed Academy or another child's property.

Time out takes the child away from friends and classroom activity for a short time (not exceeding one minute for each year of age). Time out is not appropriate for a child younger than three years old. The child is reintroduced into the class activities after a short conversation with the teacher.

Follow-up: If the behavior persists, a behavior modification plan will be implemented with regular parental communications. Parents will be asked to cooperate with Academy support staff and the teacher in developing a program to change the inappropriate behavior. Outside resources will be contacted to assist. Should the socially unacceptable behavior persist in such a manner that is harmful to the well being of the child, other children, or the staff in spite of efforts at remediation, Academy reserves the right to give the parents notice of termination of services for the child .

Corporal punishment is never used.

ACADEMY IS A BULLY FREE-ZONE

What is our expectation?

All students need to feel that they are valued and appreciated. They have a right to feel safe and know that all staff members will support them if they are bullied. It's important for bullies to realize that they will be held accountable for their behavior and face consequences each time they are involved in bullying.

What is bullying?

Bullying is the repeated teasing of another and/or regularly singling out another to make him/her feel uncomfortable or excluded. Bullying may include implied or explicit threats.

Who is a bully?

Bullies are people who rely on aggression and power to control others. They very carefully target their victims, choosing people who are vulnerable in some way. Bullies tend to have inflated self-confidence and an exaggerated sense of self-worth. They have little interest in others' needs and find it difficult to take responsibility for their behavior. Children who bully often feel the victim "deserved it" or "asked for it" in some way.

What steps will be taken to resolve any instances of bullying?

Academy staff will develop clear rules and consequences with the children at the beginning of each year. Staff is watchful and alert to signs of bully behavior.

- ◆ Staff will immediately stop the bullying
- ◆ Staff will refer to the bullying behavior and to the relevant Academy rules against bullying.
- ◆ Staff will support the bullied child in a way that allows him/her to regain self-control, to "save face," and to feel supported and safe from retaliation.
- ◆ Staff will include the bystanders in the conversation and give them guidance about how they might appropriately intervene or get help next time.
- ◆ If appropriate, staff will impose immediate consequences for students who bully others.
- ◆ Staff will provide follow-up interventions, as needed, for the students who were bullied and for those who bullied.
- ◆ Staff will notify parents of children who were involved.
- ◆ Consequences –
 - Minimum: Removal from situation, staff intervention and parent notification/conference.
 - Maximum: Loss of social opportunities and/or dismissal from the program.
- ◆ If the bully is a staff member, Academy will follow the evaluation and termination process.
- ◆ If the bully is deemed an adult in the child's immediate family or associates, parents will be notified and CPS will be contacted.

VOLUNTEER POLICY

Thank you for volunteering your expertise and services to our programs. In order to maintain a successful volunteer program we offer orientation in June/July and August/September each year and cover the following topics:

Confidentiality- Our families and staff expect and are entitled to confidentiality and security. All information and observations stay within the school and are not shared with other parents or outside community.

Proper Supervision- Child-staff (adult) ratio and group size must be maintained and volunteers must remain under the direct supervision of a qualified staff at all times. Cell phones must be turned off when entering the building and may not be used in the presence of children. Parents should not remove their own children from group without notifying teacher.

Health and Safety-

- Sign in at the main office and wear a name tag
- Wash hands before entering the classroom.
- Volunteers 18 years and older must have a Medical clearance Report ,a notarized Release of Information and a clear criminal background report. The Release of Information will be submitted to the Office of Child Care. Parents volunteering in their own child's program are exempt. *Montgomery County Public School community service student volunteers and CIT's (students under 18 years of age) have additional documentation and application requirements.*
- Food service- follow handwashing procedures as per posted instructions, use food service gloves when preparing and serving, must check special needs board(s) for allergy awareness and special dietary restrictions. Only serve food approved by the center. Do not bring in food for children unless requested.

Do not open the outside doors or fence gates for any unauthorized person.

Injuries- Seek help immediately so that staff with CPR/first aid can respond.

Behavior Management- Please do not interfere with the discipline or behavior management policy of the program. Encourage children to follow the posted classroom rules. Notify the teacher of a problem so that the teacher can follow the appropriate protocol. Only interfere if a possible dangerous situation is pending. Notify the staff of what happened and the action taken. Children have different learning styles and may have special needs which require different behavior management approaches. Ask the staff as questions arise.

Dress- appropriately for interacting with children. T-shirts with adult sayings are not permitted. Flip Flop/open toed shoes or high heels are inappropriate and unsafe.

Field Trips- Children may not ride in a non-Academy vehicle unless parents have given written permission. All volunteer parent drivers must submit a copy of their current driver's license.

If you have questions or concerns about your volunteer experience, please discuss it with the teacher and/or the center director as appropriate.

HEALTH, SAFETY AND WELFARE

INCLEMENT WEATHER / EMERGENCY CLOSING POLICY

Updated 6/2016

We realize the difficulty and inconvenience when Academy is closed. However, the decisions are made with the safety of the children and staff in mind. Due to our lease agreement, **Academy must base our emergency closings on the decisions of Montgomery County Government (CUPF) or when conditions are otherwise judged to be unsafe.**

- 1) If MCPS Central Administrative Offices are closed: **Academy will CLOSE.**
- 2) If MCPS schools are closed and Administrative Offices are on a **two hour delayed opening**,
Academy opens at 10:30 a.m. for child care only.
If MCPS schools are closed and Administrative Offices are on a **three hour delayed opening**,
Academy opens at 11:30 a.m. for child care only.
 - * Breakfast is not served.
 - * All students should bring their own lunch.
- 3) If MCPS is closed for the day and MCPS Central Administrative Offices open on time:
Academy opens at 9 a.m. for child care only.
 - * Breakfast is not served
 - * There are no Academy part-day programs.
 - * Please call or arrive with your child by 10 a.m. Staffing will be determined by that time.
 - * All students should bring their own lunch.
- 4) If MCPS openings are delayed and MCPS Central Administrative Offices are delayed:
Academy opens at 9 a.m. for child care only.
 - * Breakfast is not served.
 - * Only part-day Pre-K students who would normally attend until 3 p.m., may arrive when MCPS opens and will be dismissed at their regularly scheduled school dismissal time.
 - * Academy AM part-day sessions are cancelled.
 - * Make certain that someone is responsible for your child's safe arrival at Academy.
 - * All I-PK students should bring their own lunch.
- 5) If MCPS openings are delayed and MCPS Central Administrative Offices open on time:
Academy opens at 8 a.m. for child care only.
 - * Only part-day Pre-K students who would normally attend until 3 p.m., may arrive when MCPS opens and will be dismissed at their regularly scheduled school dismissal time.
 - * Academy AM part-day programs are cancelled.
 - * Make certain that someone is responsible for your child's safe arrival at Academy.
 - * All I-PK students should bring their own lunch.
- 6) If MCPS closes early: **Academy Child Care Only will close early at 5 p.m.**
Part-day students must be picked up early as follows:
Cold Spring & DuFief- 12:30p.m.
Academy Hills, Charles Drew, Galway & Stone Mill- 1 p.m.
- 7) **If other emergency closings are necessary**, such as when MCPS is not in regular session, **call your center after 6:30 AM or after 1 PM when conditions are questionable.** Closing decisions are made in consultation with the main Academy office. **Parents will be notified in person, by telephone message, email or www.schoolsout.com.**

MCPS INFORMATION

MCPS TV Channel 34, 36, or 89
MCPS Recording (301) 279-3673
AM Radio: WMAL 630
Internet: www.schoolsout.com
www.montgomeryschoolsmd.org
Academy Office (301) 424-6282

ACADEMY INFORMATION (After 6:30 a.m.)

Academy Hills:	301-424-9475
Charles Drew:	301-989-0245
Cold Spring:	301-424-4318
DuFief:	301-309-1224
Galway:	301-586-0080
Stone Mill:	301-762-8206
B'nai Israel:	240-477-2351

SICK CHILD POLICY

We need your help in keeping the outbreak of illness to a minimum. Our sick child policy is based on recommendations from CDC, Maryland DHMH and Montgomery County Health Officer guidelines. Certain symptoms in children may suggest the presence of a communicable disease. Children who have symptoms listed below should be excluded from the child care setting until:

- 1. The symptoms have been gone for a minimum of 24 hours *or***
- 2. A health care provider notes the child may return to the program without danger to himself or other children and staff *and***
- 3. The child is well enough to participate fully in the child care's daily routine.**

SIGNS & SYMPTOMS OF ILLNESS

If a child has any of the following signs and symptoms of illness, they should be kept/sent home from child care. If symptoms are severe or persist, parents should contact their private source of medical care.

Appearance/Behavior

Child looks or acts differently than usual: unusually tired, pale, loss of appetite, confused, irritable, difficult to awaken plus has an **oral temperature of 100° F** or above.

Cough

See respiratory symptoms below.

Diarrhea

An increased number and/or abnormally loose stools in the previous 24 hours.

Eye/Nose Drainage

Red or pink appearing eyes/thick mucus or pus draining from the eye or nose.

Fever

Remember that temperatures taken under the arm are one degree lower than oral temperatures. Therefore, **one degree Fahrenheit will be added to the armpit reading.** Any child with **an oral temperature of 100° F or above** is considered to have a significant fever. Children should not return to child care until they have been fever free for 24 hours.

Respiratory Symptoms

Difficult or rapid breathing, severe cough, high-pitched croupy, wheezing or whooping sound after cough.

Skin Problems

Undiagnosed skin rashes are possibly contagious. Be alert to rashes or sores with crusty, yellow or green drainage. Rashes with fevers can be serious and need to be discussed with the child's health care provider.

Sore Throat/Earache

Sore throat and/or difficulty swallowing, especially when fever or swollen glands in the neck are present.

Unusual color

Eyes or skin – yellow (jaundice)

Stool – gray or white

Urine- dark, tea colored

The above symptoms can be found in hepatitis and should be evaluated by the child's health care provider.

Nausea/Vomiting

Two or more episodes of vomiting within the previous 24 hours. Diarrhea, vomiting, undiagnosed rashes, fever, pallor, irritability; excessive sleepiness and change of behavior are signs of illness that must be noted.

Parents will be notified when a child has a sign or symptom requiring exclusion from the facility as described below:

- A. The illness prevents the child from participating comfortably in facility activities .
- B. The illness requires more care than the child care staff can provide without compromising the health and safety of the other children **or**:
- C. The child has any of the following conditions:
 - ◆ Temperature: Oral 100°F or greater; axillary (armpit) 99°F or greater; accompanied by behavior changes or other signs or symptoms of illness.
 - ◆ Signs and symptoms of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing or wheezing).
 - ◆ Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper.
 - ◆ Vomiting illness: two or more episodes of vomiting in the previous 24 hours.
 - ◆ Rash with fever or behavior change.
 - ◆ Identified disease that requires exclusion.

When a child is sent home, he/she should remain at home for a minimum of 24 hours or submit a written statement, from the health care provider, approving the return to the program.

Parents are advised to arrange a plan for backup care when the child is ill.

If parents cannot be reached, the emergency contact will be called. A parent/legal guardian or authorized designee should pick up the child within an hour. If the child's condition warrants immediate medical attention, 911 will be called.

The director may not re-admit a child to the center after an absence of three or more days due to illness, without first receiving a written statement from the parent or physician stating that the child may return to a regular schedule. If a child sustains a serious illness or injury or is hospitalized for any reason, a doctor's readmit certificate is required.

MEDICATION ADMINISTRATION AUTHORIZATION : According to COMAR 13A.16.11

In all MSDE and OCC programs, medication will be administered within the guidelines of Maryland law and according to the policies outlined below:

A. Medication Administration.

- 1) Medication, whether prescription or non-prescription, may not be administered to a child in care unless:
 - (a) Parental permission to administer the medication is documented on a completed, signed, and dated medication authorization form, provided by the office, that is received at the center before the medication is administered; and
 - (b) A licensed health practitioner has approved the administration of the medication and the medication dosage.
- 2) A prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home.
- 3) If the medication is by prescription, it is labeled by the pharmacy or physician with:
 - (a) The child's name;
 - (b) The date of the prescription;
 - (c) The name of the medication;
 - (d) The medication dosage;
 - (e) The administration schedule;
 - (f) The administration route;
 - (g) If applicable, special instructions, such as "take with food";
 - (h) The duration of the prescription; and
 - (i) An expiration date that states when the medication is no longer useable.

B. Topical Applications. A diaper rash product, sunscreen, or insect repellent supplied by a child's parent may be applied without prior approval of a licensed health practitioner.

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

D. Recording Requirements. (1) Each administration of a prescription or non-prescription medication to a child, including self-administration of a medication by the child, shall be noted in the child's record. (2) Application of a diaper rash product, sunscreen, or insect repellent supplied by a child's parent shall be recorded in the child's record. Lip balm must be non-medicated and contain no additives, flavorings, dyes, etc. Blistex, Chapstick, Carmex original lip balm are approved examples.

E. Medication Storage.

- (1) Each medication shall be:
 - (a) Labeled with the child's name, the dosage, and the expiration date;
 - (b) Stored as directed by the manufacturer, the dispensing pharmacy, or the prescribing physician; and
 - (c) Discarded according to guidelines of the Office of National Drug Control Policy or the U.S. Environmental Protection Agency, or returned to the child's parent upon expiration or discontinuation.
- (2) All medications shall be stored to make them inaccessible to children in care but readily accessible to each employee designated by the operator to administer medication.

Emergency injections of epinephrine will be administered by non-health care professionals according to the DHR Medication Order Form completed by a physician. Parents are required to teach staff how to give these injections. Only pre-measured doses of epinephrine may be given. Academy staff members are not health care professionals and therefore cannot observe for the development of symptoms before giving the injection.

IMMUNIZATIONS

All children must be fully immunized and records on file at the center prior to enrollment. It is the parent's responsibility to provide ongoing documentation of compliance with regulations. Academy will furnish a Summary of Immunization Requirements. If documentation is not presented by the due date, children must be suspended the next school day.

IN CASE OF SERIOUS INJURY

First Aid and/or CPR will be given. 911 will be called. Your child may be transported to the hospital along with a staff member. Parent will be called.

HEALTHY PRACTICE

The single most effective way to prevent the spread of disease is to WASH HANDS frequently and well. Children will be taught, supervised and expected to WASH HANDS at appropriate times. Please help practice this at home. All persons entering the building must wash hands upon arrival (staff, parents, and children). **Additionally, we encourage you to follow your health care provider's recommendation regarding the Flu Vaccination for you and your child.**

MEDICAL/ DENTAL INSURANCE

Parents are responsible for their child's health and dental insurance and/or financial liability in relation to illness, injuries and related expenses, which may occur at the center during the normal course of activities.

EMERGENCY RESPONSE

Staff maintains current First Aid and CPR. Fire drills are practiced regularly. Each center has an emergency/crisis plan that coordinates with their elementary school.

In case of a local emergency that requires vacating the facility, staff will evacuate children to a designated emergency location for pick up. Transportation may include school bus, private vehicle, or walking.

Academy Hills Center:

1. **Stone Mill E.S.**, 14323 Stonebridge View Dr., North Potomac
2. Temple Beth Ami, Travilah Road, Rockville, Md

Charles Drew Center:

1. **Good Hope Community Center**, 14715 Good Hope Rd, SS
2. **Good Hope Union Church**, 14680 Good Hope Rd, Silver Spring

Cold Spring Center:

1. **Cold Spring Elementary School**, 9201 Falls Chapel Way, Potomac
2. **Washington Hebrew Congregation**, 11810 Falls Rd, Potomac

DuFief Center:

1. **Tennis courts behind school**, DuFief Drive, Gaithersburg
2. **Quince Orchard H.S.**, 15800 Quince Orchard Rd, Gaithersburg

Galway Center:

1. **Calverton Baptist Church, 12625 Galway Dr., Silver Spring**
2. **Adjacent Calverton Park**
3. **Galway Swim Club, 12615 Galway Dr., Silver Spring**

Stone Mill Center:

1. Academy Hills Campus, 10107 Darnestown Road, Rockville
2. **Temple Beth Ami, Travilah Road, Rockville, MD**
3. **Travilah Elem. School, 13801 DuFief Mill Rd., Gaithersburg**

B'nai Israel:

1. **Landow House, 1799 E. Jefferson St., Rockville**
2. **Rabbi Safra's House, 12051 Montrose Village Terrace, Rockville**

In case of a national or regional crisis, staff will follow directions of emergency management authorities.

Listen to local emergency radio.

Sign up for schools-out.com to get messages.

****KEEP EMERGENCY CONTACTS CURRENT****

MAJOR SAFETY REQUIREMENTS AND RESPONSIBILITIES FOR PARENTS AND STAFF

- ◆ Staff and parents will drive safely and courteously especially when near schools.
- ◆ Parents are encouraged to become involved and visit the center at any time.
- ◆ Children will be supervised at all times. Academy staff will not release children to any unauthorized person.
- ◆ Anyone picking up must be prepared to show photo identification.
- ◆ Parents must ensure that all children are signed in and out by an adult (at least 16 yrs. of age) each day and that children are escorted to and from the Academy staff.
- ◆ Parents must notify the center if their school age child will be absent after school.
- ◆ Parents must keep emergency information, medical documentation and immunization records current and on file at the center office.
- ◆ Parents are encouraged to read the monthly newsletters and emails.
- ◆ Parents will put any requests for change in pick-up or dismissal procedure in writing. Requests from children or others will not be honored.
- ◆ Legal documentation is necessary to inhibit either parent from visiting or removing child from the Center. Academy staff cannot accept responsibility for becoming a mediator between single parent families.
- ◆ Legal documentation is required for any custody issues.
- ◆ Fire drills and other emergency drills will be held on a regularly scheduled basis.
- ◆ Staff maintains current CPR/ First Aid certification, Medication Administration training, & an Emergency Preparedness plan.
- ◆ Staff will carefully review and post emergency medical/special needs information.
- ◆ Staff will routinely check environment for potential hazards.
- ◆ Proper hand washing will be taught, encouraged and expected to prevent the spread of disease.
- ◆ Academy is not responsible for the child's travel to or from Academy or other programs. Special arrangements & releases are required to permit older children to be responsible for their attendance at on-site, extra-curricular activities & return to Academy.
- ◆ If a school age child leaves the Center grounds at any time, his/her parent will be called immediately. Academy cannot be responsible for school age children who leave the site.
- ◆ Smoking is not permitted on center or MCPS property. Smoking supplies may not be visible to children.
- ◆ **Parents should check the Food and Drug Administration's website at www.fda.gov and the Consumer Product Safety Commission's web site at www.cpsc.gov for food and product safety recalls, reports & alerts.**

Reporting Student Accidents*

(*Adapted from Montgomery County Public Schools Regulation EBH-RA and OCC requirements)

Definitions

1. A **critical injury** is an injury which may result in death, loss of limb, or a permanent impairment. A **reportable accident** includes any critical injury as described above **and** any injury to the head, eye, neck, or spine; any bone or joint injury that results in swelling; any puncture wound, burn, or laceration that looks as though it may require sutures; ingestion of any drug, chemical, or foreign materials; or any bite.

Responsibility for Reporting an Accident

1. Academy personnel are responsible for reporting any accident involving an Academy student. This applies not only to on-campus activities but also off-campus activities such as field trips.
2. If a serious injury is sustained, **911 will be called immediately and First Aid/CPR will be administered.**

If the student must be transported to the hospital, the Director or designee will assign the teacher or other school personnel to accompany the child.

3. The teacher:

- Notifies the director and parent of any **reportable accident** as soon as possible.
- Completes the Academy Accident Report (Rev 11/09).
- Places a copy of Accident Report in student's folder for the parent and submits a copy to the director.
- Records incident on monthly Accident Log.

4. The Director or designee:

- ◆Is responsible for complying with Academy procedures for reporting student accidents.
- ◆Reports to Office of Child Care within 24 hours, any injury that requires the student be directly transported to a hospital or other health care professional. Also notifies Academy's main office.
- ◆Assures that the Accident Report is completed in detail.
- ◆Reviews the Accident Report and implements appropriate safety measures for accident prevention.
- ◆Retains a copy of the accident report in the student's file.

Security

Safety and security is the utmost concern for our children and staff. Each of our facilities has its own required safety procedures. These individual procedures will be shared with parents during tours and orientation meetings. Parents and staff are required to abide by those policies and procedures. Some of the facilities have security cameras that are only accessible by school administration. There are also designated entrances that are kept locked all day and may need a code to enter. Parents and staff are NOT to open the doors for unauthorized people. Sign in logs are kept at each location for visitors.

STAFF RECRUITMENT & DEVELOPMENT (selection, qualifications, training and supervision) Academy prides itself in selecting the most qualified staff in the field of early childhood education and in providing continuing education classes and college scholarships.

- ◆ Reference and criminal background checks including fingerprinting will be conducted, documented and filed, as required by law.
- ◆ All staff signs a letter of agreement outlining major job expectations including educational plan.
- ◆ All staff participates in orientation and in-service training programs which include written materials explaining Academy's policies, procedures and regulations. Staff will be aware of legal requirements and by their signature acknowledge having received, read and understand appropriate policies, standards, and code of ethics.
- ◆ Staff working with children will be provided information about the signs and symptoms of possible child abuse and neglect and the procedures for reporting to Child Protective Services.
- ◆ All volunteers are appropriately screened and supervised.
- ◆ Pre-employment medical clearance exam is required for all staff.
- ◆ Universal precautions are practiced for health and safety of children and staff.
- ◆ Working interviews are conducted prior to employment.
- ◆ Lead Teachers, Child Care Teachers and Aides must meet the requirements of Maryland State Department of Education, Office of Child Care, Accrediting agencies and Academy Child Development Center.
- ◆ Staff are required to attend continuing education classes annually. Academy pays for mandatory Core of Knowledge training as a benefit to all employees on certain Professional Days and during evening and weekend hours.
- ◆ Staff receive an annual evaluation based on job expectations and continuing education plan completion. Employment will be terminated if employee does not meet the expectations outlined in the employee handbook and letter of agreement.

SUSPICION OF DRUG/ALCOHOL ABUSE

- ◆ Staff will report any suspicions of other staff coming to work under the influence of drugs or alcohol to the Director or other Administrator.
- ◆ An immediate conference will be held with the Director or other Administrator to begin an investigation and staff will be placed on leave.
- ◆ If warranted, the Director or other Administrator will require a physical examination to rule out drug or alcohol abuse.
- ◆ If it is determined that the staff member has a drug/alcohol problem, the staff member will be placed on immediate leave and will be referred for appropriate counseling and treatment. Department of Human Resources will be notified.
- ◆ Staff member will not return to work directly with children until:
 - * Short term residential treatment has been completed and
 - * Staff member attends recommended out patient treatment weekly and
 - * Regular physical test indicates no presence of substance abuse and
 - * Has worked in a non-child-related position for at least three (3) months at Academy.
 - * Staff member will be dismissed immediately if non-compliant.

POLICY FOR DEALING WITH AN IMPAIRED PARENT/ ADULT

The safety of the children in our care is our top priority. Dealing with an impaired parent/ adult can be a very real concern. The staff at Academy Child Development Center will follow these procedures if they have reason to believe that anyone who arrives to pick up a child in our care is impaired.

- ◆ Address the adult in a private area whenever possible.
- ◆ Staff, preferably the Director or Lead Teacher, will ask the adult if there is someone else that we may contact to take them and the child home.
- ◆ If the person refuses, we will inform them that:

“We can’t stop you from leaving with this child, but we are very concerned about your safety and the safety of the child. If you leave with this child we will call 911 right now and tell them that we believe you are unable to operate a vehicle in a safe manner and that this child is a passenger in your car.”

REPORTING PROCEDURES INVOLVING CHILD ABUSE/NEGLECT

Child abuse and neglect is a serious problem which requires the involvement of all private citizens and professionals in the community for the purposes of prevention, identification, and treatment. In Maryland, the child abuse and neglect law requires that anyone who SUSPECTS that a child has been or is being mistreated must report the matter to Child Protective Services. Any professional who knowingly fails to make a required report of child abuse/neglect may be subjected to certain professional sanctions. The professionals identified in Maryland Law include health practitioners, police officers, educators, and social workers. Any person who, in good faith, makes a report of abuse or neglect is IMMUNE from any civil liability or criminal penalty.

- ◆ When there is suspicion of child abuse or neglect, staff will immediately inform the Director or other administrator.
- ◆ Staff and Director or other administrator will immediately meet to discuss the incident.
- ◆ Montgomery County Child Protective Services will be called to file a report.
- ◆ All staff and volunteers will be sensitive to the need for confidentiality and will discuss matters only with the Director or other administrator and Child Protective Services.
- ◆ In the event the reported incident involves an employed staff person or program volunteer, the Director or other administrator will, without exception, suspend the person from all activities involving the supervision of children. Reassignment to administrative functions may be appropriate until an investigation is completed.

Reinstatement of a staff person or program volunteer will occur only after all allegations have been cleared to the satisfaction of the responsible Director or other administrator and the investigating agency.

REASONS FOR DISMISSAL (of student/family)

Academy staff work diligently with children and their parents to create a successful environment. However, since the nature of Academy is a group child care program, even with special accommodations there are times when Academy may not be able to meet all the needs of a family. Consequently, after exhausting all of our resources and without fundamentally altering the nature and scope of our group program or creating an undue financial burden, Academy reserves the right to terminate services if deemed appropriate and necessary for the best interest of all parties. A list of alternative options and resources will be available to parents. Below are some examples of behaviors or concerns that effect program integrity and the safety/well-being of all students and staff if they can not be addressed successfully:

- ◆ Exhibiting inappropriate verbal outbursts and arguments.
- ◆ Endangering the safety of oneself or that of other children or staff.
- ◆ Deliberately leaving the assigned child care area without permission (running away or hiding).
- ◆ Exhibiting inappropriate behavior.
- ◆ Needing one-to-one adult supervision that prevents the delivery of service to other children/families.
- ◆ Excessive late pick ups.
- ◆ Failure to pay tuition.
- ◆ Missing emergency/medical documentation updates.
- ◆ Inability to have family needs met by the Center program.
- ◆ Relationship between family and Academy is no longer collaborative.
- ◆ Failure to comply with the policies, procedures and regulations of Academy Child Development Center, Inc., its regulatory agencies, landlords and Montgomery County Public Schools.
- ◆ If the accommodations needed, fundamentally alter the nature and scope of the group child care program or create an undue financial burden.

When implementing this policy, Academy staff will take into consideration the severity and frequency of the situation. We will make every effort to help a child and his/her family to have a positive experience in our program.

AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction. If you have any questions about reviewing the management plan, please contact the MCPS Building Principal at the Public School Office or your Center Director. For new buildings, those completed after October 12, 1988; our "management plan" consists of the exclusion documentation including this notification. This means that to our knowledge there is no asbestos-containing building materials.



We have established these policies and procedures to achieve our mission and to maintain the best programs possible. Please do not hesitate to call us should you have any questions, suggestions, or praises. We do welcome and appreciate your input and look forward to building a partnership with your family. Thank you for reading your Family Handbook.

(Revised 6/2016)



POLICIES AND PROCEDURES SUMMARY PAGE OF UNDERSTANDING

The Family Handbook has been developed to communicate important information about Academy and its policies and procedures for the success of the program and your child's educational experience.

Please review the handbook and acknowledge that you understand the policies and procedures.

Highlighted policies and procedures are:

- **Mission and Philosophy**
- **Center information-** Name, address, phone number, hours, email address, web site
- **Enrollment and Admission-** required enrollment forms, change in program requests, late pick up policy
- **Tuition-** payment submission, late fees, confirmation agreements
- **Emergency and Safety procedures-** inclement weather, evacuation, alerts to your emails, emergency card information, photo ID of parent approved emergency pick up persons provided at pickup, exclusion for illnesses and return to school policies
- **Classroom Procedures-** sign in and out requirement, bathroom your child in the morning at drop off, communication board, birthday party policy, attendance
- **Late Pick Up-** students picked up after their scheduled time will be assessed a late pick up fee. If no one has arrived to pick up children after 30 minutes, staff will contact appropriate agency such as DHS and/or the police to take over care until parents can be reached. Emergency card information will be turned over to the responding agency.
- **Curriculum-** MSDE approved, monthly calendars of lessons/activities, monthly newsletter, assessment of student progress
- **Food-** know what Academy provides and what needs to be brought from home.
- **Parent Engagement Activities-** parent conferences, family events, field trips, Parent/Teacher Exchange group, center annual evaluation
- **Conflict/Resolution-** What is the chain of command when there is a conflict or question?

I understand and agree to abide by the policies and procedures outlined in the Family Handbook.

Parent (print): _____

Signature: _____ Date: _____