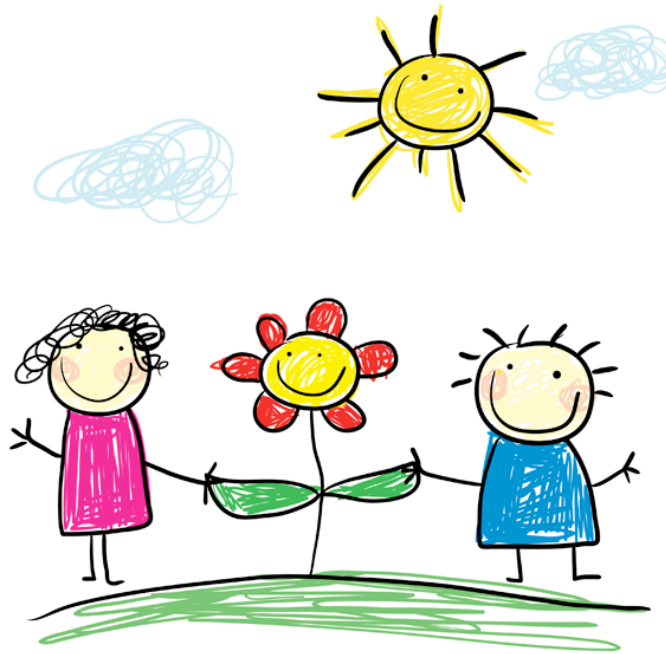


Children of Tomorrow Learning Center



Parent Handbook

9004 Yellow Brick Road
Suite K
Rosedale, MD 21237
REVISED 4/20/2018

Welcome to Children of Tomorrow Learning Center & Child Care. The decision to leave your child in the care of others is perhaps among the most stressful decisions a family makes. Rest assured, we understand your concerns and have structured our center to make the transition from home care to school care as smooth as possible.

PHILOSOPHY

At COT, we believe each child is a unique individual and we welcome children with all abilities. We are sensitive to their educational, physical, social and emotional needs. We provide developmentally age- appropriate programs that focus on the process of learning and help children enjoy successful experiences. Teaching and learning should be fun and hands on. COT believes that a child learns best when he or she is engaging and having fun. An active learning environment keeps children involved and consistently thinking on the go. An active mind is always learning and pushing to new heights. COT believes that learning builds self-esteem and self-esteem builds upon self worth within children. A child that is confident in his or her learning ability is a child who will not be afraid to reach for the glass ceiling!

COT is committed in providing a safe, nurturing and healthy environment to children. Our classrooms are arranged for challenging and competitive play and are specialized at different developmental levels. Each classroom allows children the opportunity to explore, experience, succeed and grow. The teachers are supported through education & training, resources, and freedom to create a unique learning experience for children. We encourage professional growth for the teachers by providing opportunities for the teachers to share ideas and be actively involved in the development of the children at COT. Our teachers focus on creating a caring and nurturing atmosphere and foster each child's individuality and creativity.

We believe in inspiring the future of children through child centered curriculums. These curriculums are designed to develop children and provide them with a sense of independence and responsibility. We strive to strengthen each child's own cultural identity, while instilling a respect for others. We strive to create a mutual respect between parents and teachers through daily communication. Our doors are open to parents at all times. Our goal is to be the best provider of early childhood educational services.

OPERATING SCHEDULE

COT is open Monday through Friday from 6:30 am. to 6:30 p.m. Outlined below are the official holiday center closings.

HOLIDAY CLOSING

January New Years Day
February President's Day
May Memorial Day
July Independence Day
September Labor Day
November Thanksgiving Day
November Day After Thanksgiving
December Christmas Eve
December Christmas Day
December New Year's Eve

If a holiday falls on a Saturday, then the Center will be closed on the Friday before. If the holiday falls on a Sunday, then the Center will be closed on the Monday after. All additional closings due to inclement weather will be determined based on the Baltimore County School. COT reserves the right to close due to severe weather conditions. The safety of children and staff are considered first when deciding to close the center.

ADMISSION

Admission to COT is on-going, open enrollment or as space permits. Placement for all children will be determined by the age of the child, academic achievement, social, physical and emotional needs of the child. The academic school year runs from August through June and classroom placement for the next year will begin after the summer session. In the event it is determined that a child requires advancement before the academic school year ends, then the child will be given an academic and developmental assessment. Based on the findings and discussion with both the Educator(s), Management and the Parent(s) a decision will be made at that time to determine movement.

Children with special needs or disabilities will not be discriminated against. COT accepts and has the proper facility for children with special needs or disabilities. Our facility is accessible to children with special needs or disabilities.

IEP/IFSP Requirement

COT requests a copy of each child's IEP/IFSP. This will allow our center to support the child that requires special service providers to come into the center to work with the child directly.

ENROLLMENT

During an initial visit, parents and children may view the facility and meet the Director and/or a designee of Management to discuss COT policies and philosophy. An enrollment agreement may be completed, registration fee and one week deposit may be left at this time. An additional visit may also be scheduled with the Director and/or designee to finalize the application process. Once the enrollment process is completed, an initial start date is determined. All parents are encouraged to schedule an appointment to review specific program information and/or to meet with the educator responsible for the classroom. Parents will receive a handbook containing Children of Tomorrow policies and all applicable enrollment forms.

REGISTRATION

An \$80.00 non-refundable registration fee is required when the enrollment form is submitted.

DEPOSIT

A one-week deposit is required along with the first week's tuition before a child may start, and we request two weeks written notice of intent to withdraw. If necessary, the deposit may be divided and paid over a specified period. All requested refunds must be made in writing and submitted to Management.

TUITION

COT accepts cash, checks and money orders. We also accept payments through credit cards. Invoices are sent via email weekly. Payments are due by Monday morning for the same scheduled week of attendance.

The center is eager to accept most forms of financial assistance available to parents. We participate in the Department of Social Services Child Care Subsidy Program. Individuals will be responsible to pay a co-pay while the vouchers are active. Once the vouchers have expired, individuals are responsible for re-certification and submitting the new vouchers or an extension letter extending care. Failure to submit the required paperwork will result in full tuition charges and full payment will be required in order for your child to attend. Families with two or more children enrolled full-time may be eligible to receive a discount on one child's tuition.

LATE PICKUP POLICY

A late pickup fee of \$10.00 will be applied to your child's tuition for the first minute and a \$2.00 per each additional minute per family if the child is not picked up by the designated closing time.

**Recurring late pick-ups may result in termination of contract.

Any child left after 6:45 p.m. will warrant the following steps:

1. The staff representative notifies the Director and attempts to call the Parents.
2. If the Parents are unavailable, the staff representative will attempt to contact all persons listed on the Release Authorization and Consent form.

OTHER FEES

Checks returned for insufficient funds will be subject to a charge of \$35.00 per return. Checks returned to our bank will be charged \$35.00 plus original amount of check. An additional late fee of \$25.00 will be charged for payment not received. After receiving two returned checks, we will accept only cash for tuition payments.

CHILDREN'S ATTENDANCE

Regular attendance is expected of all children in the program. Children 2 years old and older are required to be dropped off at the Center no later than 10a.m. Parents are required to contact the Center by 9 a.m. to indicate that their child will be arriving late. The purpose of the Drop-Off Requirement Policy is to maintain structure and consistency in the classrooms. It is also important that parents contact the Center if their child will be absent.

SICK POLICY

Tuition must be paid for a full week regardless of attendance in order to retain placement.

VACATION POLICY

Families enrolled and attending the Center for greater than **6 months** will be allowed one-week vacation per calendar year

for which no tuition will be expected. Tuition is only credited if taking a full week off (Monday-Friday). Two weeks advance written notice must be given to the Director or Administrative Staff. Payment for week returning from vacation is still expected the Monday when returning to the Center.

ARRIVAL — DEPARTURE

COT is open from 6:30 a.m. to 6:30 p.m., Monday through Friday. We offer a Before/After School Age program. The School Age Programs are open all hours of operation during non-school days. It is required that parents bring the child directly into his/her classroom. It is important that the teacher is aware of all arrivals and departures. Children may not be left unaccompanied in the parking lot, dropped off at the front entrance, left in the lobby, playground or in the halls. Please inform the staff in writing of any special instructions or information that might be needed for that day.

When picking up children, parents must come into the Center through the front entrance of the building. If the child is outside on the playground, Parents must let the child's teacher know he/she is picking, him/her up. Children may not be picked up from an outside entrance. It is for the safety and security of the children that we have established these policies.

If someone other than the parent is going to be picking up the child, then the individual must either be on the emergency card or the parents must submit a letter indicating the name of the individual or complete a pick-up/release form with signature. All individuals must have a Photo ID and be escorted to the classroom. In addition, the child must know and be familiar with the individual. If a Photo ID is not provided the child will not be permitted to leave with the individual. The parent will be contacted and another individual either on the emergency card or a parent must pick up the child.

AUTHORIZATION TO RELEASE

Children will be released only to those persons listed on the Emergency Card. Identification will be required of any person picking up the child. The Director/Teacher should be notified in advance, in writing, if someone other than the parent is to pick up your child. In the event of a discrepancy, the child will be detained until the Director/Teacher can contact the Parent by telephone. **Releases and changes for pick-up cannot be authorized over the telephone.**

FOOD AND NUTRITION

At COT, we believe that eating nutritious food and developing healthy eating habits is an important part of growing up. A nutritious morning and afternoon snack, as well as milk is served with lunch. Children are encouraged to eat but not forced. We strongly encourage nutritious, well-balanced meals.

TRANSPORTATION/FIELD TRIPS

All children are required to have parental consent forms signed and on file before participating in any field trip or transport to and/or from another school. All destinations will be carefully chosen based on academic or social enrichment. Children will be transported to and from field trips or schools in insured vehicles and will include staff representatives from the Center. Transportation provided by a contracted bus service will meet all Registry of Motor Vehicles requirements and have at least the minimum liability insurance. In the event of an emergency, transportation will be provided by local medical personnel or by a staff member if the situation is less serious and does not require an ambulance. The parent will be contacted and should make arrangements to meet the Director/Staff at the designated facility immediately. The staff will remain with the child until parent(s) arrives. In the event a vehicle becomes disabled while on a trip, the Director/Staff will immediately make arrangements for alternate transportation. Children will not be left unattended at any time. Emergency information and first aid kits will be on hand for each field trip.

BEHAVIOR MANAGEMENT AND DISCIPLINE

It is the policy of COT and the law of the State of Maryland to neither spank nor physically punish a child. Constructive techniques for managing behavior should be applied. The Director will provide guidance in these skills. The goal of behavior management is to teach the child self-control and self-correcting techniques. The following behaviors will not be tolerated at COT:

- > Children will not be discriminated against for race, sex, or religion differences
- > Children will not be isolated, denied food, sleep or bathroom due to negative behavior. If uncontrollable behavior arises, redirecting the child's activity and reasonably discussing through use of the conflict-resolution method will be required.
- > Children will not be threatened
- > No profane language or physical punishment by staff will be permitted. Parents must abide by the same policy when in the center.

SUSPENSION

Children are subject to suspension should they or their parents violate the Center policy or the standard code of conduct. Fees will be required during the suspension to ensure the child’s slot is available at the end of the suspended period. If suspension is decided the Director will contact the Parent immediately, for a meeting with the child, and the Parent. An individual behavior management plan will be written, addressing the behaviors that need to be changed. It is expected that a meeting take place. This is an opportunity for COT and the Parents to discuss progress and develop a plan of action, suspension length of time and return back to center. Once the child returns to the Center, a developmental plan and initiatives are set forth and implemented. Failure to follow through with either the developmental plan or initiatives may result in the child’s permanent termination from the Center.

STUDENT WITHDRAWAL

Parents are responsible for giving a two-week written notice prior to their children last day of attendance to the Director. Failure to provide the required advanced written notice will result in additional weekly tuition billings. COT reserves the right to discontinue service to a family if financial commitments are not met, the standard code of conduct is not met or if it becomes apparent that the Center is not equipped to meet the psychological or developmental needs of the child. Written notification will be given to the Parents to allow for ample time to find alternative care. The Staff/Director will make every effort to resolve any problems prior to termination. **If child is a threat to self or others there will be automatic termination of child from program.** Documentation will be provided upon request prior to suspension or termination. Parents and children are given notification when suspension will take place based on child’s behavior. All copies of medical forms and the “End of Year Account Statement” (by January the proceeding year) may be available to children once all outstanding tuition is paid in full.

COMMUNICATION

To provide a positive atmosphere for your child’s development, good communication is essential. Your child’s teacher needs to know general information about your child that may affect his or her day at the center (for example – a rough night’s sleep, emotional difficulties, medications, etc.) Parent communication will occur on a daily basis. For infants there will be a daily log indicating your child’s feeding patterns, diapering schedules, sleeping and daily highlights. Parents are urged to share information with staff due to the rapid development of the young child, and important information should be in writing. Parent conferences are available by request.

Date	Parent's Name	Arrival Time	Child's Name

CURRICULUM

COT provides Employees & children with a caring, safe and secure environment that utilizes Healthy Beginnings curriculum. This type of curriculum is based on the emotional, physical, social and cognitive needs of the individual child. The developmental needs of the child are used to determine age-appropriate activities. Because children grow and develop at different rates, this approach offers them the opportunity to explore each area of development at their own pace. The environment is carefully planned based on an assessment of the children’s skills. Some of the areas of interest include the following

MANIPULATIVES AND MATH

Mathematical thinking includes logical thinking, the ability to solve problems and understanding relationships. The mathematical thinking is used to make sense of the world by noticing patterns, making predictions and solving problems. Young children become mathematical thinkers by exploring, manipulating and organizing materials before they are able to

use abstract symbols and numbers. Children will be challenged with math manipulative during both instruction and center time activities.

SCIENCE AND DISCOVERY

As children use all of their senses to observe and make discoveries, they learn to communicate their observations. Problem solving and being able to identify the steps in investigating problems is the key to every child's intellectual development. Children will be asked to explore new ideas and concepts while completing science projects in small groups or as independent learners.

LANGUAGE DEVELOPMENT

Each child will be given the opportunity to grow and develop. The staff will work with all children to help them understand that their feelings, fears, questions and problems are not unique to them. They will also help children deal with difficult events, learn about the world, learn about social responsibilities and become familiar with different types of writing such as stories, poems and fairy tales through the Language Development program.

LIBRARY

Books help children develop an understanding of symbols, increase their vocabulary, understand sequence, strengthen their eye muscles and thus create a base for being a successful reader. Each child will be given the opportunity to participate in reading time at the Library and be given the opportunity to borrow books for 1 week to reinforce the "You read to me and I will read to you" mode of reading.

SOCIAL STUDIES

Each child will be introduced to Social Studies to review understand and analyze world news. Children will be introduced to high-quality settings and educational materials about the world. This will help to build stronger relationships with everyone due to different backgrounds, experience and cultures.

PHYSICAL HEALTH AND DEVELOPMENT

Staying fit and eating well- balanced meals are essential to a child's growth and development. COT offers educational materials and discussions on proper nutrition, healthy habits, and physical health and development. Children will explore the 5 basic food groups and understand the essentials in proper nutrition. This will help to allow children to make healthy choices and understand nutritional values.

TECHNOLOGY

Children will be introduced to the COT Computer Lab. Each 3 and 4 yr old child will explore computers as a reinforcement to build upon letters, the alphabet, word recognition, and math skills, listening skills, and phonics. The technology offered at COT focuses on early reading, letters and numbers, arithmetic, critical thinking and problem solving. Children have 20 minutes of screen time twice a week. While ages 3 and older are on computers children 2 and younger are in a classroom setting doing circle time.

CREATIVE ARTS

Children choose from a wide variety of art materials as a means of expression and exploration. Creative Arts helps to allow individuals build and develop fine motor skills, develop an understanding of cause and effect, express feelings and develop planning skills.

BLOCK BUILDING

Blocks offer endless opportunities for children to recreate the pictures they form in their mind of the world around them. This is the first step toward abstract thinking. Children begin to increase their motor skills as they begin to work with moving large blocks from different locations. Problem solving and cooperation usually flourish as children share blocks and build together. This is usually a first step towards building relationships with other children.

DRAMATIC PLAY

In this area, children are engaged in pretend play or make believe. Children learn to work together and ask questions as they solve problems. This role-playing allows them to act out events and prepares them for real world situations.

MUSIC AND MOVEMENT

Children will use their bodies to explore and learn about the world children through music and movement activities. This will help children develop social skills, recognize that music and movement can express moods and feelings, develop creativity and imagination, improve balance, coordination and rhythm and increase vocabulary as they learn new songs and rhythms.

CLOTHING

All individuals should have at least 2 to 3 complete pair of seasonal clothing. Sandals, flip-flops or open-toed shoes **are not** to be worn in the center. Everyone is also required to bring in a backpack to carry naptime items and his/her belongings. All naptime items must be labeled and can consist of a toddler sheet and toddler sized blanket.

We ask that you leave a complete set of extra clothing, including socks and shoes at all times. Also, if a child is newly toilet trained, it is helpful to keep extra sets of underwear and pants on hand. Please replace the items when they become soiled. Soiled clothing will be placed in a plastic bag separate for all other clothing and given to parents at pick-up.

When buying indoor or outdoor clothing for school, make sure the child can put them on himself/herself, If you are using shoe boots, please send shoes that slide on or sneakers so that your child won't have to keep his/her boots on indoors. We will do a good deal of painting and messy projects, so we suggest clothing than can wash easily. This way your child can enjoy the project without being concerned about his/her clothes. **PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME.**

TOILET TRAINING

Each parent will furnish disposable diapers/pull-ups, diaper wipes, and diaper creams. 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. Soiled clothing will be placed in a plastic bag and put in the child's cubby. No child will be left unattended in the bathroom or on the changing tables at any time.

BIRTHDAY CELEBRATIONS

Birthdays can play an important role in the life a child. Parents are welcome to celebrate their child's birthday at the Center, however, they must submit food and favor ideas to the classroom teacher at least one week in advance.

HEALTH CARE AND SAFETY

Children may not be left at COT if they exhibit any of the following symptoms:

1. Fever 101 .0 degrees or higher
2. Unusually lethargic behavior
3. Vomiting (3 or more episodes depending on the cause)
4. Diarrhea (3 or more episodes)
5. Rash of unknown origin
6. Sore throat
7. Productive cough

If these symptoms develop during the course of the day, the Director/Teacher will contact the Parent to consult on the course of action. Parents should make arrangements to have the child picked up within one hour of when the contact was made. In the meantime, the child is made comfortable in a quiet location away from the other children under direct supervision. Readmission is based upon the child's ability to participate fully at the Center and with a doctor's note indicating that the child can return.

If your child has a temperature of 101.0 degrees or higher, has had 3 or more episodes of vomiting or diarrhea, he/she will NOT be allowed into the Center for 24 hours from the time picked up unless a doctor's note states the child is well enough to return. If an urgent/emergency situation arises, a staff will administer first aid, call the parent, and if necessary call emergency medical personnel. Staff will accompany the child to the nearest hospital where emergency treatment is administered. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted. An accident report log is kept at the Center, with detailed information on each injury. An incident report is kept in the child's file, and a copy given to the parent (s) within 24 hours of any injury. Please be sure to let us know of any medical conditions, which warrant special attention. This includes allergies, or special diets or instructions. An allergy list is posted in each classroom.

MEDICATION

Prescription medications must be in the original container. If your child has never received this particular medication before, you must administer the first dose at home. All medications must be handed to a staff member who will be responsible for the administration, storage, and return of medication to parents.

COT cannot dispense any medications without a completed Medication Form.

Please keep your child home if he or she has a fever or otherwise appears ill. Contagious conditions such as head lice, ringworm, impetigo, etc. require treatment before the child will be allowed to return to the center.

Please notify the center immediately if your child is diagnosed as having a communicable disease such as strep throat, chicken-pox, pink-eye, hand foot and mouth disease etc. Known cases will be posted on the Parent's Information Bulletin Board in order for parents to be on the lookout for development of symptoms.

POINT OF CONTACT

COT follows an open door policy. All parents are welcome to speak with Management with regards to any and all aspects involving your child's care at the Center. Management is available by walk-ins, scheduled appointments, telephone and email.

Welcome to COT. We look forward to the opportunity of providing you with quality care.

Parent Acknowledgement

This is to acknowledge that I _____ have been advised of parent handbook and there is a hard copy in center office printing area. Also, an electronic copy can be emailed to me at any time requested from Children of Tomorrow Learning Center & Child Care.

Signature

Date