**EASTERN SHORE EARLY LEARNING ACADEMY LLC**

**9028 WORCESTER HIGHWAY, BLDG. A**

**BERLIN, MARYLAND 21811**

**410-641-0300**

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL**

**TUITION FEE:**

Tuition is due on **MONDAY** for that week of care. If the tuition fee is not paid or payment arrangements are not made by Wednesday, you will be charged a $ 60.00 late fee every Wednesday and a $40.00 fee every day there after that payment is not received. After one week of non-payment, your child will no longer be able to attend until payment is made in full, including all incurring tuition and late fees.

The tuition fee is subject to change with a 30-day notice and/or a yearly increase in November to help with the cost of maintaining a quality childcare facility and minimum wage increase.

\_\_\_\_\_\_\_(Initials)

**PAYMENT**:

Please put the payment in the appropriate box. DO NOT hand any payments to a staff member unless you are paying in cash and require a receipt.

Cash payments are to be given to the Administration or Director.

\_\_\_\_\_\_\_(Initials)

**RETURN CHECK FEE:**

There is a fee of $50.00 per returned check. After two (2) returned checks we will accept CASH ONLY and we reserve the right to terminate our contract.

\_\_\_\_\_\_(Initials)

**ADDITIONAL FEES:**

$30.00 yearly contract fee, due the first Friday in September.

$50.00 supply fee, due upon signing of contract and/or the first week of September. (Children enrolled in public school all day or Head Start are exempt.)

$20.00 re-stocking of supplies fee due first week of February.

$30.00 summer contract fee, due by June 30th.

$40.00 summer camp fee due by June 30th.

TBA – Summer camp t-shirt fee

\_\_\_\_\_\_\_(Initials)

**NON-PAYMENT FEES:**

Upon termination, the following fees will be your responsibility:

* Court filing fee, court cost, processor fees, postage fees, copying fees @ .25 cents per page, lawyer fees, private processor ($90), and 10% interest per month.
* Or collections fee of 33.3% of outstanding balance

\_\_\_\_\_(Initials)

**COMMUNICATION**

**Lillio:**

We are using the Lillio app. You will receive an invitation to download the app from the app store. This is another way for teachers and parents to communicate.

\_\_\_\_\_(Initials)

**CLASSROOM COMMUNICATION:**

Each classroom teacher will send home a communication folder (FLIGHT) on Fridays. Please review the folder, make comments (if needed) sign, and return it on Monday.

Center Phone: 410-641-0300; Cell Phone: 443-614-3357; designated for text messages ONLY.

Each class has their own cellphone. When your child is moved into a classroom, we will provide you with the class phone number.

Please communicate that your child will be late, absent, etc.

\_\_\_(Initials)

**PARENT TEACHER CONFERENCES:**

We will have parent teacher conferences twice a year, (in November and June). These conferences are to review your child’s progress and set goals for upcoming months. Conference months are listed on the center calendar, and you will be reminded in the Lillio app in the months before scheduled conferences. Signup sheets will be placed on the front desk. As always additional time can be made throughout the year as needed. During the June conference, we will also discuss transition for your child, (if applicable).

\_\_\_(Initials)

**INFORMATION CHANGES:**

All changes should be reported to the administration/director as soon as possible.

\_\_\_\_\_\_\_(Initials)

**CENTER CLOSURES**

**NORMAL CENTER CLOSINGS:**

Our center is permitted to have the following paid holidays along with two (2) professional days (TBA) annually:

Unusually circumstances

A two (2) week notice of days closed.

New Year’s Day Memorial Day Good Friday Easter Monday

Independence Day Labor Day Thanksgiving Day

The day after Thanksgiving Christmas Eve at 1:00 pm Christmas Day

The day after Christmas New Year’s Eve close at 1:00 pm

2 Professional Days – for staff education – TBA

Unusual circumstances, examples: snow closings, staff illness, etc.

A two (2) week notice of days closed will be given.

**\_\_\_\_\_\_\_**(Initials)

**SNOW/ICE: (NOT VALID FOR FOG DELAYS)**

*Eastern Shore Early Learning* will follow Worcester County Public Schools closing for snow and ice for the first day of each occurrence, after the first day be on the lookout for a text message, phone call, Lillio message, or Facebook for a post for further instructions. We will follow the Worcester County Public School system’s decision for the one (1) or two (2) hour delay.

If the public schools close early, we will close one (1) hour later than the school or at 4:00pm whichever comes first. For parents with children of non-school age children please be on the lookout for a text message or phone call from the administration/director for the closing time of the center. Please make arrangements for your child to be picked up at the determined time. If the child is not picked up by the closing time late fees are doubled.

No change to hours of operation due to fog delays.

\_\_\_\_\_(Initials)

**ILLNESS**

**ILLNESS POLICY:**

You will be called if your child becomes ill while at the Center. You will be required to pick your child up within one (1) hour of being called. If your child is sent home with a fever or vomiting/diarrhea, they must stay home symptom free without medication for 24 hours. If your child requires medication, you must give them the first dose and keep them home until it is time for the second dose. If your child requires medicine to be given to them while at the Center, we will supply a form that you and your child’s doctor will need to fill out. All medicine must be in the original container with the pharmacy label, child’s name, medicine name, dosage, and issue date. A child with a diagnosed communicable disease may not return to the Center for 24 hours. We will require a written note from the doctor to readmit your child. If you have more than one child in the center, you will be required to take all your children home so you can monitor them for symptoms. If we send your child home sick, with a rash (other than diaper), etc. you will need to take them to the doctor, and we will need to have a diagnosis upon returning. If your child is out for 3 or more days, we require a doctor’s note, with a diagnosis, upon return. If you have more than one child in the center and one gets sick, please keep all children home for monitoring for 24 hours.

If a child tests positive for COVID-19, you will need to follow the most current Health Department guidelines for quarantining.

\_\_\_\_(Initials)

**LICE:**

We will check for lice. If your child has lice, they will be sent home and must be nit free for 24 hours before they may return to the Center.

\_\_\_\_(Initials)

**EMERGENCY MEDICAL PERMISSION:**

If a parent/guardian cannot be reached, we will obtain Emergency Medical Care (only in extreme medical emergency) The parent/guardian gives *Eastern Shore Early Learning* permission to do whatever is deemed necessary at the time of the accident/incident.

The staff will do the following:

* Call parent/guardian, the child’s physician and anyone listed on the emergency card.
* If we cannot reach anyone who is listed on the emergency card, we will do the following:

1. Call the Centers physician or 911.
2. Have the child transported to a hospital either by a staff member in the center van, an employee’s car or by calling 911.
3. A staff member will accompany the child at all times.

* Expenses incurred are the responsibility of the parent/guardian.
* *Eastern Shore Early Learning Academy* will not be responsible for any false information given by the parent/guardian.

\_\_\_\_(Initials)

**ACCIDENTS:**

If your child is hurt at the Center, we will follow these steps:

* cut, scrape or bruise: we will wash the area with soap and water and apply a band aide and ice as needed.
* any mark/or hit to the face or head – one staff member will attend to the child and another staff member will contact you and send a picture (if applicable) from the center’s cell phone. We will inform you of what happened and let you decide if you want to pick up your child, to take them to the Hospital/Doctor or if the child will remain at the Center until you arrive at the end of the day.

If you take your child to the Hospital/Doctor, we will need a copy of the report. We are required to notify the Office of Childcare within 24 hours of hospital or doctor/dentist care. You will always receive an accident report from the Center.

\_\_\_\_(Initials)

**EDUCATION**

**CURRICULUM:**

Our program uses Frog Street in each classroom. (Except school age). We also use Healthy Beginnings Birth to Three Year Old’s. Curriculum is used to guide lesson plans, is domain based, and is a Maryland State approved curriculum.

\_\_\_(Initials)

**CLASSROOM TRANSITION:**

Children will transition to the next classroom as follows:

Baby room A: 6 weeks to 6-8 months

Baby room B: 6-8 months to 15 months

Baby room C: 16 months to 24 months

Two-year-old room: 24 months to (see Prek-3 Prek4 schedule)

Prek-3 & Prek-4: if your child turns three in September, October, November, December they will move to the Prek-3 & Prek-4 room in January.

If your child turns three in January, February, March, April, or May they will transition into the Prek-3 & Prek-4 room in May.

\_\_\_\_(Initials)

**CHILD OBSERVATION AND/OR ASSESSMENT:**

Frog Street provides assessment tools that are specific to each age group. Assessments after each unit are provided in addition to overall learning assessments three times per year.

In addition, teachers observe children during daily activities and take anecdotal notes reflective of the child’s activities as well as collecting work samples that are placed in your child’s portfolio. The portfolio is used to monitor your child’s progress over time and to guild future lesson plans.

In addition, we conduct developmental screening using Ages and Stages 3 at least two times a year for children under 3 and once a year for children 3 to kindergarten entry. Additional screening can be done as needed.

**\_\_\_\_(**Initials)

**FIELD TRIPS:**

We will have a permission slip for you to sign when we are going on a field trip. A non-staff member over 18yrs of age must accompany all children 2-years-old and under on field trips over five (5) miles from the center or **you must provide care for your child for that day.**

\_\_\_\_\_(Initials)

**PARENT INVOLVEMENT:**

We encourage parent involvement, there are many opportunities for parent involvement. (See parent involvement section) in parent handbook.

\_\_\_\_(Initials)

**COLLEGE & WORCESTER PUBLIC SCHOOL STUDENTS:**

We have an agreement with the local colleges and local public schools to allow their students who are majoring in Early Childhood Education, to do service/ training hours at *Eastern Shore Early Learning*

\_\_\_\_(Initials)

**DAILY ROUTINE**

**ARRIVAL TIME:**

Your child **MUST** be in the center before 8:30 AM or they will not be able to attend childcare that day. Infants are not permitted in the building until after 7:30 AM. If you have a day you need to drop your child off before 7:30 AM please tell the director, the night before so we can arrange for staff to be here. Exception: Doctor Appointments, (Must have a note from the doctor).

\_\_\_\_\_\_\_(Initials)

**ARRIVAL:**

The Center requires every child to be brought into the building. DO NOT DROP THEM OFF IN THE PARKING LOT or IN THE FOYER! You are responsible for putting your child’s bedding and coats in their assigned cubby. Make sure a staff member is aware your child is present. We open at 7:00 AM, if you arrive before 7:00 AM please do not come into the building until 7:00 AM. Our staff use this time to prepare before everyone arrives. As per the Office of Childcare, if we are not in staff ratio because of an employee emergency, when you drop your child off (all ages) you will be asked to stay with your child in your car until a staff member arrives and we are in correct staff child ratio.

\_\_\_\_\_\_\_(Initials)

**PICK UP:**

If someone other than yourself or a person listed on your child’s Authorized Pick-up form is going to pick your child up, please supply us with a written authorization note signed by you, containing the person’s name and the make of car. If you need to call in to let the center know someone else is picking your child up, please provide the person’s name and make of the car they will be driving. They must present ID to be copied for our records. No one under 16 years of age can pick up your child.

We close at 5:30 pm. Please allow enough time to collect all your child’s belongings and be **out of the Center by 5:30 pm**. This means if you show up at 5:30 and you do not leave the building until after 5:30 you are considered late. You will be charged as per the late fee schedule. The fee is $30.00 for the first 1-15 minutes per child; after 15 minutes the fee is an additional $5.00 per minute per child after 5:30 pm. l. If you do not pay at pickup, you will be charged an extra $20.00 a day until your bill is paid in full. All late fees are per child. If we are required to close the Center early due to weather late fees will be doubled.

\_\_\_\_\_(Initials)

**DOCTOR APPOINTMENTS:**

If your child has a morning appointment, the latest they can be dropped off is 11:30 AM. If you pick up your child for an appointment after 12:00 PM they cannot return for the rest of the day.

\_\_\_\_\_(Initials)

**ABSENCES:**

Children must be in the building by 8:30 am to be counted for the day, unless you provide a doctor’s note. If your child is sent home for an illness and they go to the doctor, we will require a note from the doctor for your child to return to the center. Please call to inform us if your child will be absent. If your child is out for 3 or more days due to illness, we will require a doctor return to school note. If your family is going on vacation, please put in writing the departure and return dates. You are responsible for full tuition if your child is absent.

\_\_\_\_\_(Initials)

**OUTSIDE PLAY:**

Weather permitting, state regulation requires children to go outside once in the morning and once in the afternoon. This is important to the health and development of your child. If your child is well enough to be at the Center, they are well enough to participate in outside play. We must maintain our child staff ratio. We follow the Childcare Weather Watch Chart to determine if we are able to go outside. A copy of the chart is posted in every classroom and by each door leading to the playground. In hot weather the staff will take a jug of cold water and cups outside with them or the children’s water cups from home. The children 2 to 4-year-old will be given 3 oz and children 5 years and up will be given 6oz of water As needed. Health experts agree giving 3 to 6 oz. every 15 minutes will keep the children hydrated. Please provide your child with the appropriate clothing for the season. (Label each item) **Please do not dress your child in sandals, open toes, open back shoes or crocs**. This type of footwear can result in injuries on the playground. If your child comes dressed in these types of shoes, they will not be allowed to remain at the Center until you provide them with proper shoes. **(Socks must be worn every day.)**

\_\_\_\_(Initials)

**NAP TIME:**

Each child under 5 years of age MUST have bedding for naptime every day. All children 4 and under attending our Center are required to participate in the rest time. The Center will provide a cot/ crib. Parent/guardian MUST provide CRIB size sheets, a CRIB size blanket, and a CRIB size or Travel size pillow (optional). All items must fit into the backpack you provide. (Label each item with the child’s name) All children MUST have these items every day they are at the Center. These items must be taken home every Friday to be laundered and returned on your child’s next scheduled day at the Center. If your child does not have these items, we will supply them at a charge to you of $20.00 per day.

\_\_\_\_\_\_\_(Initials)

**DIAPERS/WIPES/ RASH CREAMS:**

Please supply us with enough diapers/pull ups (with the side tabs) for the week. Children are changed every two (2) hours. Your child will need no less than twenty (20) diapers per week, a package of wipes and rash cream (if needed). The staff will send home a note, and post it on Lillio, when you are running low. If your child does not have enough diapers/wipes for the day, you will be called to bring them diapers. We do not have diapers/wipes at the center.

\_\_\_\_\_(Initials)

**TOILET TRAINING**:

Children must be toilet trained by age 3 to be in the Prek-3 & Prek4 room, unless we have a written note from your child's doctor stating there is a medical reason, they are not toilet trained. There is a weekly charge of $10.00 until they are toilet trained. Dress them in clothing that is easy for them to take off and put back on. NO OVERALLS, ONE PIECE OUTFITS, OR BELTS. Provide your child with at least two (2) full sets of clothes: 2 shirts, 2 pairs of pants/shorts, 2 pairs of underwear/panties, 2 pairs of socks, and an extra pair of shoes. We DO NOT have extra clothing at the center. If your child does not have clothes in their cubby, you will be called to either bring them clothes or to pick them up.

\_\_\_\_\_\_\_(Initials)

**PHYSICAL FITNESS POLICY:**

We encourage children to be active a minimum of 60 minutes per day and provide activities both inside and outside to promote physical fitness and gross motor development. Please dress your child accordingly because we will go outside, weather permitting.

**\_\_\_\_\_**(Initials)

**LEGAL RESPONSIBILITY AT PICK-UP**:

*Eastern Shore Early Learning Academy’s* legal responsibility for a child ends when a child and parent/person who picks up the child, walk out of the Center’s front doors.

\_\_\_\_\_(Initials)

**CUSTODY ORERS:**

When applicable; All custody orders must be submitted upon enrollment. All changes must be submitted immediately. Written documentation of custody order must be in child’s file.

\_\_\_\_\_(Initials)

**USDA / CACFP**

**USDA CACFP (FOOD PROGRAM):**

We participate in the USDA CACFP, we provide breakfast, lunch, and afternoon snacks. **No outside** food/drink can be brought into the center unless your child is in 1 of the 3 infant toddler rooms. Menus will be posted daily in the kitchen. You must fill out a form upon enrollment.

**BREAKFAST:**

We provide breakfast at 9:00 AM. Your child must be at the Center before 8:30 AM to be counted for breakfast. We will not accept a call in for breakfast. If your child arrives at the center after 8:30 AM please feed them before arriving.

**LUNCH:**

We provide lunch at 12:00 PM. Your child must be at the center by 8:30 AM to be counted for lunch unless you call to tell us that your child has a doctor’s appointment, and you bring a doctor’s note. DO NOT send food/ drinks with your child. They will not be able to eat/drink it unless they are in an infant toddler room.

**SNACK:**

We will provide afternoon snacks at 3:00 PM daily or 4:00 PM if your child is returning from school.

**NOTE**: Weekly food program Menus will be posted on the bulletin board in the kitchen.

Our program provides whole grains, fresh fruits and vegetables at least four times a week. We also limit fat, sugar, and salt in the food that is prepared. If food is brought from home, we will monitor its contents and supplement as needed in order to meet CACTP food program guidelines. As per CACTP guidelines unflavored milk is offered at breakfast and lunch and water is available at all times.

\_\_\_(Initials)

**NON-DISCRIMINATION POLICY:**

*Eastern Shore Early Learning Academy* does not discriminate regarding race, nationality, sex or religion. This institution is an equal opportunity provider. Parent/guardian have no known knowledge of health reasons why their child/children should not be restricted from Eastern Shore Early Learning. Parent/guardian agrees to hold Eastern Shore Early Learning, director and staff members harmless for any accident that may occur.

\_\_\_\_\_\_(Initials)

**BIRTHDAYS:**

If you would like to provide a snack for your child’s birthday, please let the teacher know when and what you will be bringing so that we can prepare for allergies.

\_\_\_\_\_(Initials)

**PERSONAL ITEMS**

**CLOTHING:**

Every child must have two (2) changes of clothes in their cubbies. We cannot allow children to share clothes from other children’s cubbies. If your child does not have clothing in their cubby, you will be called to either bring them clothes or to pick them up.

We DO NOT have extra clothing at the center.

\_\_\_\_\_\_(Initials)

**PERSONAL ITEMS:**

NO TOYS FROM HOME- Except if your child’s teacher requests something from home. If your child comes with toys, we will give them to you to take home. Eastern Shore Early Learning is not responsible for lost or stolen items from home.

\_\_\_\_\_(Initials)

**FIRE, STORM, & EMERGENCY DRILLS**

We will conduct a monthly fire/storm drill and two (2) emergency drills a year. All classrooms will have their emergency evacuation plan posted on the wall. In the event of an emergency evacuation, we have been given permission by Sunshine Laundry to meet in their building. Sunshine Laundry is located across the north parking lot from our building.

\_\_\_\_(Initials)

**BABYSITTING**

If you require a staff member to babysit after hours, you will need to provide us with a written letter stating you give permission for the staff member to take your child from the center to your house to babysit.

\_\_\_\_(Initials)

**MISCELLANEOUS**

* Child abuse policy is posted in the lobby.
* **WE ARE REQUIRED BY LAW TO REPORT ALL SUSPECTED CHILD ABUSE OR NEGLECT.**
* We will provide you with a tax receipt at the end of the year, upon request.
* We will provide copies of the contract and policies upon request.
* Two times a year we will ask parents to evaluate our program. Evaluations assist us in providing you and your child with quality care. Your input is very important to us. Sometimes a small suggestion from a parent makes a big difference. Do not assume some other parent will answer the way you would. All suggestions are helpful to us, to improve our programs. Please remember to return your evaluations.
* Our screen time policy is as follows: we will only watch educational interactive programs 5 minutes a day or 30 minutes a week for ages 2 and up.
* **For consumer information about Regulated Childcare go to the State website Maryland PublicSchools.org**.
* The premises are subject to video surveillance at all times. Individuals entering and exiting the premises are captured by video and recorded. There is no voice monitoring.
* If enrollment is terminated by either Eastern Shore Early Learning or by the parent/guardian, you will NOT receive a refund of weekly tuition.

\_\_\_ (Initials)

**INCLUSION POLICY:**

We believe all children are welcome no matter their abilities or special health care needs. We strive to provide an active environment that helps to support every child's uniqueness, dignity and development. We provide all children with opportunities to interact with peers in a developmentally appropriate environment with both teacher and child directed activities. In order to better plan for your child, we will request your child's IFSP or IEP, if available, to help them reach their goals. All information will remain confidential.

\_\_\_\_\_\_(Initials)

**DISCIPLINE**

What is discipline? It is the way a caregiver encourages and supports children who are trying to achieve self-control and acceptance. Helping children to understand there are limits and why certain behavior is more desirable than other behavior. Most of all it is giving, sharing, teaching and loving.

The caregiver is the key to the effectiveness of discipline. If the relationship between the caregiver and the child is based on affection and respect, the effectiveness will be greater. A caregiver needs to be firm, gentle, patient, and understanding. Remember, we model the behavior we want the children to achieve.

The best way to have a well-organized and happy classroom is by keeping the children busy at all times. Having and keeping to a daily schedule will help to prevent misunderstandings for the children. All rules are clear and consistent and as age and developmentally appropriate can contain input from your children. Introduce rules slowly to give them time to remember them. Explain why we have the rules and let them know what will happen if they do not follow the rules.

Additional positive guidance used by our staff provides the child with choices throughout the day, using redirection to another toy or area in room, model and encourage problem solving as age and developmentally appropriate. My feelings chart and/or a choice chart.

We use “Taking a Break” or “Cozy Corner” if the child is having a hard time with the rules. The “Cozy Corner” is a place the child can go to until they calm down, there are items in the “Cozy Corner” for the child to manipulate until they calm down. This is a calming period for the child to think about what they have done and ways to redirect their behavior. The children are allowed to stay in the “Cozy Corner” as long as they want to.

Refection Policy

If “refection” is an appropriate form of discipline for a given situation, the child is to be away from the other children, although they will be in full view of the teacher at all times and sitting so the child is able to see the classroom. This is an opportunity for the child to reflect on their behavior and can reenter the group when they feel ready. The caregiver will talk to the child about what they did and a more positive choice next time.

There are a few behaviors that will require the teacher or director to speak with the parents. Examples of these behaviors are; if a child hits or spits on or at the staff or another child, or if the child becomes disruptive and hurts the children or staff. Once these behaviors are displayed, we will have a meeting with the parents to go over the Discipline procedures.

If your child hits, spits, kicks, etc. a staff member you will be called to come get them and they will be suspended for 1 day. Pending if there were prior infractions. If your child hits, spits, kicks, etc. the other children you will get a note in Lillio. After 3 in the same day, or based on the severity, you will need to pick them up and they will be suspended for 1 day. If the same behavior continues you will be asked to have a meeting with staff to see what we can do to ensure the health and safety of all the children.

Discipline Procedures are as follows:

* We will ask the parent for some ideas as to why the child is showing these behaviors and if they can suggest ideas for us to help the child.
* We will work with the child for five (5) days documenting the child’s behavior.
* After the five (5) days we will meet with the parents to go over the documentation.
* We will suggest Early Intervention with the parent’s consent.

\_\_\_\_\_(Initials)