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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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 3 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 our own Training Institute and college courses funded by the Judith P. Hoyer Early Childhood Education Enhancement Grant 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)
Approved by Maryland State Department of Education, as a nonpublic primary school K-2*
Approved by Maryland State Department of Education as a Nursery 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**, OCC, EXCELS (5)

Charles Drew Center
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(301) 989-0245
cdacademy@academychild.com
NAA, OCC

Cold Spring Center
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Potomac, MD 20854
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Temple Beth Ami Nursery School
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OCC after care program

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OCC, MSDE, MSDE**, EXCELS

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

Business Office
10109 Darnestown Road
Rockville, MD 20850
(301) 424-6282
www.academychild.com
(301) 424-9477
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 Schlit 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. 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.

Cold Spring Center participated in the MSDE EXCEL’s program and was rated with the highest rating of 5 checks in 2013. Stone Mill and Galway Centers achieved Level 5 in 2014. 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 2014 State and Federal Pre-K Expansion Grant to provide educational child care to qualified prekindergarten children.

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. Specific MSDE educational goals are published in our “Curriculum Objective and Themes” flyer. 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.
Academy Child Development Center

PROGRAMMING OPTIONS MAY VARY AS DETERMINED BY COMMUNITY NEEDS

GROUPINGS    Availability varies at different locations.
    Infant/Toddlers (starting at 2 months)
    Tiny Tots (24 mos.)
    Nursery/Preschool, (3-4)
    Nursery/ PreKindergarten (4-5)
    KAVE CLUB School Age (Grades K-5th) : Before and After School & School Holidays

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.
    Full Week (Monday through Friday)
    Part Week
    Part Day (3 to 6 hours) - Nursery
    Ask director about availability of customized schedules.

HOURS/CALENDARS
    6:30, 7:00 or 7:30 A.M. — 6:00 or 6:30 P.M.  Ask Director for that center’s hours of operation.
    Part-day programs meet for 3-6 hours Monday through Friday and follow the MCPS (10 month) school calendar.
    School-age before and after care programs follow the MCPS (10 month) annual school calendar
    Year round for full day students operate for 12 months
    Limited part day summer spaces available at select centers.
    New tuition year begins July 1st

SCHEDULED 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
    Presidential Inauguration Day
    President’s Day
    Easter Friday
    Easter Monday
    Memorial Day
    Day after MCPS closes in June/ Professional Day
    One additional MCPS Holiday

- Part-day programs follow the MCPS schedules.
- Before Only & After Only programs operate when MCPS is open.
- Extended care program options include school holidays, professional days, and inclement weather openings.

You 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.
ADMISSIONS/ APPLICATION/ ENROLLMENT

ADMISSIONS POLICY

Academy has a nondiscriminatory admissions policy. Our centers are open without regard to race, creed, color, disability or gender. 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 Plan is on page 19.

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

NURSERY/PRESCHOOL, PREKINDERGARTEN and KINDERGARTEN PROGRAMS (ages 3-5)

Our programs are play based and experiential (see program description section). 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. Phonological awareness, science and math activities are important aspects of the program and are integrated throughout the day. 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. Teacher biographies are distributed at the beginning of each school year and are available from the director.

Academy Child Development Center offers MSDE approved Pre-school for 3 and 4 year olds and Kindergarten for 5 year old children. Children 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 nursery school or kindergarten programs during that school year.*

*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. Students in the PreK expansion program must be 4 by Sept.1st.

2 year olds applying for admission to our Nursery/Preschool (3’s) must meet the following minimal criteria:

- Turns 3 on or before October 15th of the school year
- 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 Nursery/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.

*Early entrance procedure*- If you wish to have your child considered for early placement into one of our Nursery School or Kindergarten programs:

- Contact the center director in person when applying for early entrance to the Nursery School or Kindergarten.
- 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 decision.
**New Parents’ Guide to the Application Process and Enrollment Procedure**

**APPLICATION PROCESS**

♦ Schedule a tour of our program and interview for you and your child with the center director.
♦ Review Parent 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 or via our web site at www.academychild.com.

After reviewing the application, Academy will inform you of an admission decision. 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 Fees
  ___ Security Deposit for 12 month– Early Childhood Child Care Programs- Infants-Pre-Kindergarten.
  ___ 10-month programs - 10 equal, non-refundable tuition installments. First installment (for June 2015 ) is due prior to August 1st. Each subsequent installment is due the 1st day of each month through May (see page 24 for specifics). Space is reserved for the school year. Consequently, all tuition is due for the year regardless of absences or withdrawals for any reason. Only additions to program will be accepted.
  ___ Materials Fee (Tiny Tots through School-Age [except Before School Only]). Prorated by scheduled days.
  ___ 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 )
♦ Attend mandatory Parent and Student Orientations.

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

**PLACEMENT CRITERIA**

Children are grouped by age as required by the Maryland State Department of Education [COMAR 13A.09.10C.(3)(a) and 13A.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.
PROGRAM DESCRIPTIONS

BUILDING BLOCKS FOR LIFE: Academy’s “IDEAL” Curriculum

IDEAL- Integrated Developmental Experiences for Active Learning

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 approved by MSDE and NAEYC.

Academy uses the Maryland State Department of Education (MSDE) approved curricula—nursery school through second grade teachers (ages nursery—2nd grade) use the Core Knowledge Foundation Curriculum and children under 3 years of age will receive instruction based on the Creative Curriculum for Infants and Toddlers.

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.

The seven content areas of the nursery through kindergarten classroom learning will be integrated utilizing Academy’s theme-based approach. 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. Language and literacy experiences will be evident throughout the classroom. 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. Orton-Gillingham’s systematic sequence of teaching sounds will also be incorporated. This multisensory approach emphasizes learning phonemes and the rules of our language so that children at an early age can begin to identify multi-syllabic words. Other content areas such as mathematical thinking and scientific inquiry will also use developmentally appropriate hands-on activities related to the daily theme and/or daily life. Math Your Way is an example of a teacher resource that will be utilized.

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.

The Infant/Toddler/Two curriculum will concentrate on all developmental aspects of the young child and seven keys areas of the Creative Curriculum 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.
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.

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. Before School Only and After School Only operates on days when MCPS is in session. Holidays, snow days, or other MCPS closings are not included in part day programs. Extended days (Before and After program) offer full day child care coverage when Academy is open. 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 in Before and After care support opportunities for children to form friendships, develop interests, skills and to experience an environment of companionship and guidance. 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 individual tutoring to students but will assist with directions and encourage students to assume responsibility for their assignments. Resource materials are available. Group time, snack, outdoor play, recreational and club activities will be scheduled daily. Field trips round out the program. Ratios are 1:12 (Kdg) and no greater than 1:15 (1st-5th). Staff ratios are adjusted as needed according to complexity of activity such as field trips, cooking, etc.

NURSERY PRESCHOOL & PREKINDERGARTEN PROGRAMS (ages 3-5)

Our programs are play based and experiential (see program description section). 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. Phonological awareness, science and math activities are important aspects of the program and are integrated throughout the day. 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; Aides, 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 are available from the director.

Academy Child Development Center offers MSDE Nursery 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 nursery 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 site. If multi-age classes are offered, each child would be presented with the appropriate nursery school curriculum according to his/her own ability.

Part-day sessions may be included in the full day programs. 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. Part-day sessions are approximately 3.5 or 6 hours and include a lunch period and outdoor play. Part-day programs 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.). Maryland State Department of Education approved “Curriculum Objectives and Themes” are described in a separate flyer.
Sample Daily Schedules

Nursery and Pre-Kindergarten

Opening-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 (NAEYC, MMSR objectives)
Academic readiness activities (MMSR 7 domains)
Teacher Directed 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 AFTERSCHOOL PROGRAM BEGINS

2:30-3:30 p.m. TRANSITION TIME/ SNACK
3:30-3:45 p.m. MUSIC AND MOVEMENT
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

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.
INFANT, TODDLER, TINY TOTS PROGRAM (3 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. 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. 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. During center orientation or conferences parents are to become aware of the policies specific to their center location.

Staff members are selected according to Academy policies, OCC licensing requirements, and NAEYC 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. Every two months, parents need to provide the center with an updated written daily schedule for their child.

The program will be individually developed according to NAEYC child development standards, individual needs, and center constraints. 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.

Parent communication will be on a daily basis via the completion of a daily log 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. The Creative Curriculum assessments 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.

Arrival Process:

Parents are to bathroom and groom their child when they arrive in the morning and complete their section of the log. 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.

Food Guidelines:

Parents and staff 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 is:

Food Service:

1. Label everything and every serving part with child’s name. (i.e. bottle, all parts of the sippy cup- top and bottom)
2. Parents will provide only commercially packaged and 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 of infants will provide commercially prepackaged, premeasured powdered formula with bottled water with mixing directions, or commercially packaged screw top liquid formula containers. Parents will provide breast milk in prepared bottles with nipples for each serving.
3. 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)
4. 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.
5. 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.
6. Leftover food/formula will be disposed of daily.
7. Developmentally appropriate foods for snack or lunch prepared by the parent and consumed by the child the same day.
8. Academy provides breakfast snack and afternoon snack for children 2 years and older.
9. Infant/Toddler food will be heated and or refrigerated as needed.
INFANT/ TODDLER/ TINY TOTS (continued)

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.

Staff will not serve children less than two years of age using plastic utensils or styrofoam containers. (choking hazards)

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.)

All leftover, perishable food/formula will be disposed of before children leave the center each day. 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.)

**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 other bed coverings is the responsibility of the parents. 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, or more, 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 NAECY, 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.
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.
- Commercially prepackaged, premeasured powder formula with bottled water or liquid formula in screw top containers 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.
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.

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 #2000 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 white bus #2009, 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.

SNACKS & MEALS

A nutritious breakfast will be served to all ages from 8:00 a.m.-8:30 a.m. and an afternoon snack will be offered to full day children 2 years of age and older. Monthly menus are posted in each classroom. When the center has a delayed opening (9:00 A.M. or later), breakfast will not be served. We do not knowingly stock or serve foods that contain peanut or tree nut ingredients. See the next paragraph regarding children with food allergies.

FOOD ALLERGIES/ SENSITIVITIES

Parents will need to furnish a nutritious lunch for their children each day. Academy will provide fresh whole milk for children under 2 and non-fat milk with lunch for children 2 years and older. Due to limited space, lunches cannot be heated for children 2 years and older. Plan your child’s lunch accordingly by using thermos-type containers or ice packs. 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 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.

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 months. Food plans will be developed with parents as always. Academy will furnish the iron fortified formula, cereal, and fruit/vegetable to infants and whole milk to children 12-24 months who will be in attendance during breakfast time each day.

Children 2 years and older will receive low fat/fat free milk with breakfast as well as a fruit/vegetable, bread or cereal alternative when they are enrolled during the breakfast time each day.
FOOD ALLERGIES/ SENSITIVITIES

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.

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-Kindergarden 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 every week 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 2-5 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. A sample schedule for the physical enrichment class is attached.

TOYS & VALUABLES FROM HOME

Unless it is a designated sharing day, please send your child to the center with a naptime snuggly 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.

NECESSARY DAILY SUPPLIES and REMINDERS

♦ Label everything except your child!
♦ Nutritious lunch
♦ Necessary medications with physician’s orders
♦ Small backpack containing:
  ◦ Spare clothing
  ◦ Small naptime blanket
  ◦ Slipper socks
♦ Specific classroom requirements received at orientation

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.
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 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 through Academy Training Institute 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: KEEP EMERGENCY INFORMATION AND PHONE NUMBERS UP TO DATE! READ THE PARENT HANDBOOK!

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 committee.
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 with 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 4 times per year or as needed to discuss plans and progress reports. Staff are included in IEP conferences if child is an MCPS PEP student for half day. If child is struggling to meet goals of the plan after alterations and revised accommodations, Academy Child Development Center’s Inclusion Committee may request additional testing/assessment to best plan for child. Academy Child Development Center reserves the right to make recommendations to the parent for an alternative placement.

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 this student and others.
- 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.
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. 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.
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.

Still not satisfied?

♦ Parent will be invited to present the concern to the Academy Board of Directors.
♦ If it is a center-wide concern, parent may wish to present their concern at the next Academy Parent Committee meeting.

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.
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 and a notarized Release of Information to examine records of abuse and neglect. 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.
TUITION, FEES AND POLICIES

Our federal tax identification number is **52-1228660**.

- Academy Child Development Center, Inc. is a 501 (c) (3), not-for-profit organization. Donors may deduct contributions.
- Academy’s Board of Directors set an annual tuition for each program and collect tuition as an annual one-time fee or divided into equal monthly payment installments.
- Academy considers enrollment a commitment for the entire year for 12-month programs and for the entire school year for 10-month programs. All budgetary decisions on based upon program enrollment.
- Tuition is collected via ACH withdrawal, Bank distributed checks, or State Purchase of Care vouchers.

**CHILDD CARE PROGRAM TUITION** for Infant-Pre-Kindergarten 12 month programs-

- 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.

**PART-DAY PROGRAM TUITION** (preschool) and prekindergarten

- _It 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 2% discount is included if the annual tuition is paid in full by August 1st.
- There is a monthly tuition, payment option. The annual tuition is divided into 10 equal, non-refundable tuition, payment installments. The first tuition payment installment (for August 2015 & June 2016) is due prior to 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.
- If a payment is late for any reason, a late fee of $50 will be assessed. Tuition payments are non-refundable.
- There are no refunds of tuition, application fees or other fees for any reason including early withdrawal. This space has been reserved for you for the school year. _Consequently, all tuition is due for the year regardless of absences or withdrawals for any reason._ No prorates for partial weeks or months.
- Only requests for additions to program will be accepted.

**BEFORE & AFTER SCHOOL PROGRAMS**

- _It 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 non-refundable Application Fee is due upon enrollment.
- The annual tuition is divided into 10 equal, non-refundable tuition payment installments. This amount includes the first day of school until the last day of school so tuition remains the same regardless of snow days, half days, holidays, partial months, withdrawals and absences for any reason.
- The first nonrefundable tuition payment installment (for August 2015 and June 2016) is due prior to August 1st (It is NOT a refundable security deposit). 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.
- 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 and no prorates for partial weeks or months for any reason including early withdrawal. These spaces are reserved for the school year for you. _Consequently, all tuition is due for the year regardless of absences for any reason._ Only requests for additions to program will be accepted.
PART TIME ENROLLMENT

Part-time will be on a “space available” basis only. The policy for accepting children on a part-time basis is with the understanding that if we receive any full-time applicants, we will give the parents of the part-time child the option of increasing their schedule or withdrawing the child after a two-week notice.

SESSION CANCELLATION

Academy reserves the right to cancel any session 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 Tiny Tots through School-Age (except Before School Only) will be assessed an annual non-refundable fee which is due with the enrollment contract.

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 $25 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.**

Late Pick-Up Fee - A charge of $1 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 fourth time occurs. **IF WE HAVE NOT HEARD FROM A CHILD’S PARENTS WITHIN THIRTY MINUTES AFTER CLOSING AND HAVE BEEN UNABLE TO REACH EMERGENCY CONTACTS FOR PICK-UP, MONTGOMERY COUNTY POLICE WILL BE CONTACTED TO CONTINUE THE CARE OF YOUR CHILD.** The non-emergency police number is (301) 279-8000. You may be asked to find other child care if your child is picked up late on four occasions. **IF YOUR CHILD IS DROPPED OFF EARLY OR PICKED UP LATE 3 TIMES, FROM THEIR CONFIRMED SCHEDULE, YOUR CHILD’S TUITION WILL BE AUTOMATICALLY INCREASED TO THE NEXT LEVEL WHERE POSSIBLE.** Cash payment is due directly to the staff members prior to the child’s return to the center.

Drop-In Care - May be available for children who are currently enrolled in part-week/part day programs. Parents are advised to contact the Director as soon as possible to verify availability and pre-pay fee to reserve the space. See current year fee schedule. Since spaces are limited and other children are often turned away, we are unable to refund your pre-payment to another date.

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.
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 MAY NOT BE MADE AT CENTER LOCATIONS.** Request for alternative payment options, please contact our Accounts Receivable Department at our main office at 301-424-6282.

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 or returned for any reason. 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. 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, an adjusted security deposit or tuition installment is required.
2. Reduction of the number of days or hours or withdrawal for any reason -
   - **12-month students** - 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 students** - Space has been reserved for your child according to your 10-month annual contract and tuition is due accordingly. Therefore, there are no reductions in program for 10-month 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.
HEALTH, SAFETY AND WELFARE

INCLEMENT WEATHER / EMERGENCY CLOSING POLICY

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

<table>
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<tr>
<th>Channel/Recording/AM Radio/Internet</th>
<th>Academy Hills</th>
<th>Charles Drew</th>
<th>Cold Spring</th>
<th>DuFief</th>
<th>Galway</th>
<th>Stone Mill</th>
<th>B'nai Israel</th>
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<tr>
<td>MCPS TV Channel 34, 36, or 89</td>
<td>301-424-9475</td>
<td>301-989-0245</td>
<td>301-424-4318</td>
<td>301-309-1224</td>
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<td>301-762-8206</td>
<td>240-477-2351</td>
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<td>Internet: <a href="http://www.schoolsout.com">www.schoolsout.com</a></td>
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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 100º 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 100º 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. Rash 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.

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.
Sick Child policy continued-

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

Medication Administration Authorization Forms- As a health and safety precaution, Academy requires that a health care provider and parent sign and fully complete any necessary Health Care Plans and if required, MSDE Medication Authorization Forms giving the Center permission to administer any prescription and/or over-the-counter medication except for diaper ointment, sunscreen, lip balm and insect repellent that is used as preventatives. Parents must supply Academy with a calibrated measuring device for the administration of medicines. If your child needs to keep medication at the center for emergencies, your child’s health care provider must complete a Health Care Plan and a Medication Authorization Form. Make certain that the medication authorization form matches the pharmacy container label. Pay special attention to brand or generic names and dosage amounts.

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. Montgomery County Public Safety Training Academy
   9710 Great Seneca Highway, Rockville
2. Temple Beth Ami, 14330 Travilah Road, Rockville

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. 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. Montgomery County Public Safety Training Academy
   9710 Great Seneca Highway, Rockville
2. Travilah Elem. School, 13801 DuFief Mill Rd., Gaithersburg
3. Temple Beth Ami, 14330 Travilah Rd., Rockville

B’nai Israel:
1. Landow House, 1799 E. Jefferson St., Rockville
2. Rabbi Safra’s House, 12051 Montrose Village Terrace, Rockville

Temple Beth Ami:
1. Academy Primary School, 10107 Darnestown Rd., Rockville
2. Stone Mill E.S., 14323 Stonebridge View Dr., North Potomac

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](http://www.fda.gov) and the Consumer Product Safety Commission’s web site at [www.cpsc.gov](http://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 FirstAid/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:
   ♦ 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.
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.

When funded, staff may receive scholarship opportunities to attend college through the Judith P. Hoyer Early Care and Early Childhood Education Enhancement Program issued by MSDE.

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 or 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 Parent Handbook.

(Revised 2/2015)