
**Parents Handbook**

# **ADMISSION AND REGISTRATION:**

Children ages 6 Weeks through 10 years of age may be enrolled at Integrity Childcare. (Ages may very at different locations.)

The Maryland State Department of Education requires the following forms to be on file before a child may attend.

* Signed Parent acknowledgement page and photo release
* Emergency information card- please list at least (3) emergency contacts with phone numbers
* Health Inventory-Parts I & II (**Part II must be returned within 5 days of starting**)
* Immunization records (MUST BE UPDATED YEARLY)
* Lead Testing Form

**Please Note:** Returning children must update all forms annually.

A Parent’s Guide to Regulated Child Care may be found on-line at [www.marylandpublicschools.org/MSDE/divisions/child\_care/licensing\_branch](http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch)

**TUITION:**

* One week of tuition is due for security deposit prior to contract commencement. Deposit will be used as the last week of tuition for cancellation of care. (See cancellation notice below)
* Registration Fee $50.00
* All tuition must be paid by Fridaybefore care is received for the following week.
* Please make your check payable to Integrity Childcare and note your child’s full name in the lower left-hand corner of your check. All checks will incur an ACH Draft at the cost of $1.00 per transaction to account holder.
* Online payments can be made at MYPROCARE.COM \*fees will be applied at the time of transaction.
* Tuition payments should not be sent with your child. Please do not leave tuition checks, or any type of paperwork needing to be filled out by administration, in your child’s backpacks. Hand items directly to administration. **(Receipts will be issued that afternoon for payments)**
* Please note that tuition payments are due regardless of whether your child is in attendance. Tuition is not pro-rated by the day or week.
* Full tuition payments are not waived for any reason.
* If you are unable to make a payment on time due to special circumstances, please speak immediately with Administrationso that payment arrangements can be discussed on a case-by-case basis. Integrity Childcare has the right to accept or deny considerable circumstances at our discretion.
* If your child is suspended by Integrity Childcare your weekly tuition is still due.
* \*\*\* A two-week notice must be given for cancelation of care. Failure to notify Integrity Childcare 2 weeks prior to end of care will result in being charged the additional time regardless of child's attendance. \*\*\*
* All fees are non-refundable.

**Reminder:** WE WILL NOT CHECK BACKPACKS FOR CHECKS OR PAPERWORK.

# **ADDITIONAL FEES & POLICY’S FOR LATE PAYMENT ETC.:**

* All fees are non-refundable
* A late fee $25.00 will be added to your account when payment has not been received by Friday in the week preceding care. Exceptions will be made but must be approved by the director or owner.

o Account will be considered delinquent and may result in being denied entry for care the following week.

* If a check is not honored by your bank and returned to us for any reason, you will be responsible for the service charge of $39.00.
* IT IS IMPORTANT TO BE PROMPT in picking up your child by **6:00 P.M.** Failure to pick up your child at the scheduled time will result in a late charge at the rate of $5.00 per minute.
* Children who are left in our care for more than 10 hrs. a day will be assessed an additional fee of $25.00 per occasion.
* Children placed on probational status will be subject to an additional cost of 75.00 per week.

# **DAYS/HOURS:**

Monday -- Friday 6:00 A.M. to 6:00 P.M. **(10 hours per day is covered in normal tuition.) (OCC Maximum hours a day are 14)**

All children must arrive by 9:00 AM. Your child may not have care for the day if arriving after.

# **HOLIDAYS:**

**Fully Closed:** Christmas Day, New Year’s Day, Martin Luther King Day, Easter Monday, 4th of July (Independence Day), Thanksgiving Day and the day following, Labor Day, Presidents Day, and Memorial Day

Early Closing: On Christmas Eve (Dec 24th) and New Year’s Eve (Dec 31st) our center will close at 1:00 P.M. (These holidays will be observed the Friday before if the actual day falls on the weekend.

\***Christmas & New Year's** will be observed on the following Monday if holiday falls on the weekend.

# **TERMINATION & PROBATIONAL STATUS:**

# **Probation:** Children/Accounts can be placed on probation at any time for repeatable offenses. Examples – hitting, biting, kicking, classroom interruptions, needing 1 on 1 discipline and any policy set forth by Integrity Childcare. Probation period can be 30/60/90 days under the discretion of Integrity Childcare LLC.

# **Termination:** Integrity Childcare reserves the right to terminate all care without notice, including but not limited to the following. What our company views as repeated aggressive behavior or needing care that requires 1 on 1 care standards that cannot be achieved due to staffing limitations and additional requirements.

# **INCLEMENT WEATHER CLOSINGS:**

Our Facility does **NOT** follow the County School system for closings, or delayed openings due to snow or inclement weather. We will post our current operating status by 5:00 am on our center’s Facebook page, email, and text messaging system.

Please be advised to check with us in case early closing may be needed due to snow or inclement weather. Every effort will be made to announce early closings as soon as possible.

# **SAFETY:**

As per the Maryland State Board of Education, each class is required to participate in monthly fire drills and will participate in other emergency and disaster drills throughout the year.

**BREAKFAST, LUNCH & SNACKS:** Will be provided.

\*Breakfast: 8:15 A.M. to 8:45 A.M. Every Class (Must be present by 8:15)

Lunch: 11:15 A.M. to 11:45 A.M.

Daily Snack: 2:45 P.M. & 5:45 P.M.

# **CURRICULUM: (Frog Street)**

The program for the two-, three-, four- and five-year old's will be similar, but will consider the differences in levels of growth in socialization, communication skills, and physical development. An awareness of each child’s needs and individual skills will be carefully considered. We will provide readiness experiences to develop visual, auditory, and verbal skills. Concrete experiences will be given on a regular basis in the following areas:

* ART: Each child will be given opportunities for artistic expression using a variety of materials.
* LANGUAGE DEVELOPMENT: Communication skills will be developed through daily experiences throughout our classroom.
* MATHEMATICS: Through concrete experiences we will provide activities which will help the child build mathematical concepts.
* MUSIC: We will teach songs appropriate for the child’s age and provide experiences in rhythm and movement.
* PHYSICAL EDUCATION: Activities will be provided to improve the child’s strength and muscle control in small and gross motor coordination.
* SCIENCE AND HEALTH: Experiences will be provided to enhance the child’s awareness of his relationship to his environment. Children will become familiar with Their own body and the development of good health habits.

# **INCLUSION POLICY:**

Children will be accepted in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable federal, state, and local laws pertaining to the provision of services to individuals with disabilities and those with special health care needs. Integrity Childcare reviews additional needs that are recommended on a case-by-case basis, to determine if accommodation for a child can safely participate in our center's environment. Additional information or documentation may be required from a child’s physicians or specialist services before enrollment to make clear decisions of care needed. Integrity Childcare will execute all IEP, IFSP or other agency recommendations if care to others will not be directly affected. Having all the information will help us provide the best possible care for your child. If you have any questions or concerns regarding the enrollment or current care of your child with special needs, please contact the Center Administration.

# **FAMILY CONFRENCES:**

Families are encouraged to participate in conferences with your child's educational team to discuss their achievements and development. Those conferences are held twice a year typically in December and June.

During this time families will be able to:

* Discuss the child’s learning and progress through our in-class assessments and recorded observations
* Review the child’s in class portfolio
* Discuss any challenges the child is having in class or any of their own concerns at home
* Ask for extra help for the child such as potty training, transition to kindergarten, etc.
* Discuss and plan future learning opportunities for the child.

Valuing the importance of a conference we invite families to schedule a meeting at any time with their child’s educational team. Likewise, team member may schedule a meeting with a family if they have concerns or issues. Integrity Childcare Staff strive to always keep open communication with all families. Conference sign-ups will be available the last week of the month prior to scheduled conference days. Signs ups are located on the parents' board.

# **ARRIVAL/ DEPARTURE:**

When driving in the parking lot, please use the utmost caution. Please do not park by or in front of our building as there are other business sharing the road access. Please always keep your children with you while in the parking lot. The doors will open at 6:00am for all classes.

When dropping off your child, parents are required to walk their child into the building every day and help with unpacking their materials. Please do not leave your child until a teacher or assistant has acknowledged his or her presence in the classroom.

When picking up your child please use the same parking and caution rules as for arrival. Parents are responsible for their children once they have picked them up. Please always keep them with you and do not allow your child/children to run through the building or parking lot after picking up.

## **Morning Drop off: No child will be excepted for care after 9:00 A.M. Exceptions can be made with prior notice and approval from Integrity Childcare. Medical appointments are an exception. We will allow scheduled appointments with proper notice to us to enter until 11:00AM. We ask in the event of an emergency medical appointment that parents call to let us know they will need to drop off late ASAP!**

**Afternoon Pick-up: It is extremely important to pick your child up by 6:00 P.M.** (Failure to pick up your child at the scheduled time will result in a late charge. Please see the additional fees section for more details.)

# **RELEASING CHILDREN TO PARENTS AND OTHERS:**

The safety of your child is our utmost priority. The center will not release a child to anyone other than the parent or guardian unless there is written permission on file. A picture ID will be required to release your child. It is your obligation to ensure that we are aware of any restrictions on who may pick up your child. If there is a change in custody arrangements, it is your obligation to let us know and you MUST provide us with appropriate custody documents.

# **CLOTHING:**

Children should wear clothes that are comfortable and washable. Tennis shoes or other closed- toe shoes with rubber soles are preferred. Slick soled shoes, sandals and flip flops can be dangerous and should not be worn to school. Not wearing appropriate footwear may prevent your child from participating in all center activities. **If requested, required, items are not received child will not be able to attend until items are provided.**

Three complete changes of clothes (including socks) labeled with your child’s name should always be at the center in case of accidents or spills. It is your responsibility to bring in a new seasonally appropriate change of clothes when the season changes.

# **WHAT NOT TO BRING:**

Please do not allow your child to bring toys, money, play guns, knives or weapons, gum, food, drinks, or candy to school.

**DISCIPLINE POLICY:**

The goal of our discipline policy is to promote healthy self-esteem in each child. We believe that disciplining with a positive attitude, and accepting each child as a person, creates a positive behavior pattern. All discipline should help children resolve conflicts and enable them to make healthy, acceptable decisions regarding their behavior. Assisting each child in becoming self-disciplined as he or she matures is the goal of all discipline.

Our purpose is to use natural consequences, redirection and as a last resort, a brief time out. We will give positive reinforcement for desired and good behaviors. We will use diversion of attention as our discipline technique. The goal is to change the behavior to a more positive one. A teacher’s expectations match and respect children’s developing capabilities.

Three R’s for Positive Discipline:
• Redirect energy into positive channels
• Reinforce boundaries of acceptable behavior
• Relearn appropriate attitudes towards others

Integrity Childcare LLC will contact parent(s) of children who require additional assistance if the child fails to correct behavior. Our staff will document that a phone call or parent meeting has taken place because of a behavioral issue. Integrity Childcare LLC has the right to terminate the contract for a child at any time if 2 documented cases are reported in a 30-day period or an excessive number of documented cases in a 6-month period. Severe behavior issues will result in Immediate termination of childcare services by Integrity Childcare. Additionally, any child may be placed on a 30-day probation period in the event the child's behavior factors into disruption or additional care requirements.

# **FORMS AND LETTERS POLICY:**

If you need to have any forms or documents completed, including financial statements, or if you need a letter compiled and typed for any reason, please allow at least five business days for completion.

# **PHOTOGRAPHY:**

While we acknowledge and appreciate that parents are proud and enthusiastic about their own child, please be mindful of the fact that not all parents feel comfortable sharing their child’s image on social media sites. Parents are asked not to share photos of anyone other than their own children unless you have expressed permission from other families. Integrity Childcare LLC will obtain a release from each family for the purpose of professional sharing.

# **PARENT INVOLVEMENT:**

Active parent involvement is critical to the success of any child-oriented program. This will enable you to observe your child as they interact in a school setting. We appreciate your help and support ANY TIME, especially with parties, fundraisers, and class projects. Parents are required to attend field trips throughout the year, or your child may not have care that day.

We maintain an “open door” policy to parents and hope you will feel free to let us know your questions and concerns. We are interested in you and your child. Parent participation is vital to the success of our program!

This year, in response to the Maryland State Board of Education, all persons volunteering on a regular basis in our classroom, at parties and field trips, must have a signed and notarized Release of Information on file.

# **GOOD HEALTH POLICY:**

Please help us maintain a healthy environment for all children by not sending a child to daycare who shows signs of illness or has an infectious disease.

Children with any of the following symptoms should be kept at home:

* Unidentified rash or contagious rash
* Sore throat
* Unable to participate in outdoor play
* Fever over 100.0 degrees in the last 24 hours without the use of Tylenol/Ibuprofen
* Symptoms of a cold
* Diarrhea or vomiting in the last 24 hours
* Discharge from eyes, nose, or ears (discharge of yellow or green mucus)
* During incubation period of a contagious disease
* Head lice or nits

In the event of a contagious illness, you are required to notify the center and not return until the danger of contagion is past. In some case you may be asked to produce a Dr. return to school note. Failure to do so could result in excluding your child from care that day.

Parents will be notified immediately to pick up their child if they develop a fever or other symptoms while in care. Should the parents be unavailable by phone, the emergency contact persons will be contacted. Please be certain that your emergency contacts have agreed to accept this responsibility. We cannot stress the importance of being able to always reach parents or an emergency contact. Please make sure that your child’s emergency information is kept current.

Integrity Childcare will supply a form that states the date of return. This form is required to be signed if your child is sent home. This form must be signed by the individual that is picking up the child.

* Minor injuries will be given simple first aid. In the event of a major injury, parents will be notified immediately.
* Center personnel will administer doctor prescribed medications in original packaging only when they are accompanied by an official medication order form, completed by the child’s physician. These forms are available from the teacher. Our staff are unable to administer the first dose of any medication due to the risk of side effects)

## **Additional Covid-19:**

* Students are required to bring a reusable water bottle to school labeled with your child's first and last name. The bottle must have a closed top. It can have a straw or a sip tip. No open top bottles. If you are unsure if a certain bottle is okay, please ask. Integrity Childcare will clean all bottles daily. Throw away water bottles will not be accepted.

## **Illnesses Including Covid, RSV, Pink Eye and Croup Cough:**

* If your child has a consistent runny nose (white, brownish, and/or green discharge), diarrhea, sore throat, fever, or any other symptom of an illness they must stay home. If your child does come to school or develops a symptom while at school, you will be required to pick up your child within 30 minutes.

## **Any enrolled child may return once symptoms have been eliminated or child has been to be seen by a health care professional. A note stating, they can return to care and are not contagious. Integrity Childcare reserves the right to refuse a child's return regardless of decision by healthcare professional. \* If we feel the child's symptoms will impede care.**

In the event the MSDE and CDC informs Integrity Childcare must close temporarily due to any health emergency, Integrity Childcare requires payments to be paid for care on time. No discount will be given for that period which can last for up to 21 days (about 3 weeks). Please note that Integrity Childcare LLC is not liable for accidents or an illness occurring while your child is in our care.

# **BIRTHDAYS:**

If you would like to send in a special treat for your child’s birthday, please speak to your child’s teacher. Please DO NOT send in cakes. May we suggest “healthy options”, fruit trays, fruit pops or yogurt. All items must be store bought with the original food label attached to it. Please check with a staff member about classmates with allergies.

# **SCREEN TIME:**

Integrity Childcare cares about the health and well-being of the children in our care. We follow the screen time activities policy set forth by the Maryland State Department of Education (Comar 13A.16.09.C)

Screen time includes the use of television, tablets, computers, and video games during care.

Integrity Childcare understands that television and other screen time can get in the way of playtime, physical activity, and interactions with others, which all contribute to learning and healthy development. We use interactive technology within our program on television screens, in which the children play an active role during viewing.

Integrity Childcare restricts screen time by adhering to the following guidelines:

* 30 minutes per week of educational, age-appropriate screen time.
* Zero screen time for children under the age of two.
* Interactive technology as an educational resource.
* No movies playing during scheduled active learning.

**INDOOR/OUTDOORPLAY AND SUNSCREEN**
Weather permitting, children participate in outdoor activities including but not limited to playground equipment, bikes and trikes, wagons, inflatable bounce house/slides, sprinklers, hoses, and small water tables. Children are required to wear closed toe shoes with secure backs while in the playground. During Summer months, parents/ guardians are required to provide bathing suits, closed toe water shoes, and towels. Failure to provide the needed items will prevent your child from participating in these activities.

Integrity Childcare WILL NOT supply sunscreen. It is your responsibility to provide sunscreen for your child with your child’s name clearly marked on the bottle. Please indicate your permission to allow your child’s teacher to apply sunscreen by completing a topical ointment form.

# **FAMILY CONCERNS:**

While it is not our intent to pry into your personal life, we do find it helpful to be notified if your family is under any unusual stress or if you have any legal custody concerns. Please keep us informed about new joys (i.e.: birth of a baby, new home, adoption, etc.) as well as difficult transitions (i.e.: loss of a job, death of a loved one, divorce, custody changes, shared living situations, etc.). Sharing important "family changes" can help us better understand your child's needs. Please let us know how we can best support your family! We welcome you to call Integrity Childcare LLC to schedule an appointment with our owner, Director or your child's primary teacher.

# **ALLERGIES:**

Please be aware that many of our children have food allergies/ medical conditions. During the school year, if your child is diagnosed with an allergy, please have your pediatrician immediately update your child’s medical records and bring them to school. It is your responsibility to notify our staff of allergies/ medical conditions at the beginning of the school year or if a condition changes at any time.

\*\*Please be aware that if your child has food allergies you are required to supply breakfast, lunch, and Snack. \*\*

# **WHATS INCLUDED IN TUTION:**

1. 6:00 A.M. to 6:00 P.M. Hours of operations. Child is aloud 10 Hours of care per day.
2. All meals for Ages 2 Years to 5 Years. (Includes breakfast, lunch, and snack(s).) \*\*
3. Online Portal and Account Management.
4. Up to two entry codes.



PARENT ACKNOWLEDGEMENT FORM

**Child's name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HANDBOOK POLICY:**

I/We have read the Parent Handbook and will cooperate with the purpose, philosophy and policies of the Integrity Childcare LLC. I/We further understand that Integrity Childcare LLC may change policies at any time without notice.

You must select one option.

\_\_\_\_\_\_\_Yes, I understand the handbook policies.

\_\_\_\_\_\_\_No, I wish to speak to someone about policies. (Please be aware your child(ren) may not start until exceptense of parent handbook.)

**PHOTO RELEASE:**

I/We release Integrity Childcare LLC to photograph and/or videotape my/our child while participating in daily activities and to use the photographs and/or videos in photographic displays in our school building, on our website and on our social media. I/We hereby release Integrity Childcare LLC and its employees from any liability for any photographs or video taken by third parties.

You must select one option.

\_\_\_\_\_\_\_Yes, My child can be photographed

\_\_\_\_\_\_\_No, My child cannot be photographed

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign & return to Integrity Childcare LLC**