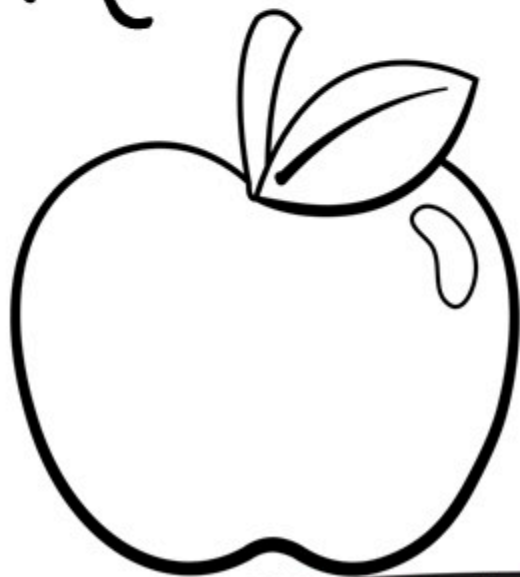


**Welcome
to our
Classroom!**

PARENT
HANDBOOK



Discover-U Learning Center

Parent/Policy Handbook

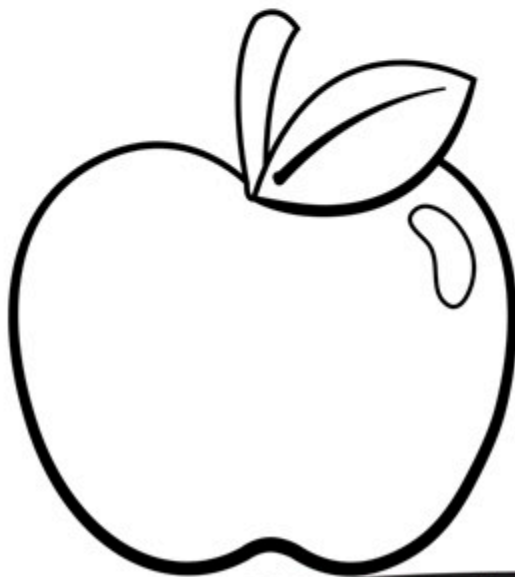


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Welcome to Our Classroom

Dear Discover-U Families:

I am looking forward to a working with you and your child(ren) this year and helping them achieve their full potentials. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow. We are so excited you will be part of our school family this year!

I would like to introduce myself, my name is Ms. Celine Cedeno, and I am delighted to be your childcare provider! I am a 2018 graduate of the University of Maryland College Park's Early Childhood/Special Education dual certification program.

I believe that a good parent-teacher relationship is necessary for maximum educational success. Throughout the year I will communicate with you through notes, telephone calls, e-mail, progress reports, and parent teacher conferences.

I encourage you to contact me if you have any questions or concerns. You can call me at (919) 264-9391, or contact me via e-mail: discoveru.learn@gmail.com. You can also visit our class website at: www.discoverulearn.com

I am looking forward to a wonderful year with you and your child!

Love,

Ms. Celine



Checklist

Are you ready for the first day of school?

- All required enrollment forms (see next page)
- Bag Lunch
- Labeled backpack (no wheels please)
- Extra Change of Clothes
- Diapers/pull ups and wipes, if not potty trained (to last at least 1 week)



Enrollment Forms

- **OCC 1214 Emergency form**
- **OCC1215 Health Inventory**
- **DHMH 896 Immunization Certificate**
- **Child Care Contract**
- **Policy Handbook Agreement form**
- **Child Care Enrollment form**
- **Discipline Policy**
- **OCC 1216 Medication Administration (if applicable)**
- **DHMH 4620 Blood Lead Testing Certificate**
- **Screen time policy agreement**
- **Guide to regulated child care agreement form**
- **Media permission form**

All forms must be completed in their entirety, submitted either hard copy or electronically, and reviewed before a child may be enrolled in Discover-U Learning Center.



PHILOSOPHY

Discover-U Learning Center provides care and education to children ages 2-5 years. We offer a safe, nurturing learning environment, where children of all backgrounds and ability levels are welcome. Children in our care will receive guided instruction via a comprehensive, theme-based preschool curriculum. Our center will focus on the “discovery learning” approach, which encourages children to build on their existing knowledge in order to acquire new information. This is a method of inquiry-based instruction, which allows children to use their imagination and creativity to explore their natural environment in order to solve problems and learn.



PHILOSOPHY

Cont.

Our knowledgeable staff is happy and able to provide parents with resources and support around child care and child development. In addition, parents of children with special needs or disabilities shall be ensured that their children will receive individualized instruction and accommodations to meet their needs, based on their IEP/IFSP. We believe that strong, open, and communicative relationships with families will create the consistency needed for young children to thrive both at home and at school. Early childhood years serve as the foundation of life, and have been shown to have a profound, long-term impact on future success and outcomes. At Discover-U, we will treat our time with children as critical for shaping generations to come.



CURRICULUM

- ❖ We use the research-based “Mother Goose Time Early Learning Curriculum” as the framework for our daily activities and lessons.
- ❖ Children will participate in daily lessons and age appropriate activities based on monthly themes. “Themes help preschoolers construct knowledge and build connections through real experiences. Instead of having a day of disjointed activities, themes organize new information around a unified context, which results in a growing web of knowledge.”
- ❖ These lessons and activities align with Maryland State Standards for Pre-Kindergarten. They promote growth across all content areas (math, science, social studies, language/literacy, creative arts, second language) and developmental domains (social-emotional, cognitive, physical/motor, speech/language)



Contact Information

Owner/Director: Celine Cedeno

Phone: (919) 264-9391

E-mail: discoveru.learn@gmail.com

Calls received during business hours may not be answered right away; calls will be answered as soon as possible or after school/ during planning time. If there is an emergency and your call was not answered, please leave a voicemail and/or send a text.

After school from 4:30-5:30 I will be available to take your calls (appointment only).
If you would like to schedule a conference to discuss your child's academic/developmental progress, please feel free to call or text.



Our Daily Schedule

- 8:00 a.m. Drop off**
- 8:45 a.m. Circle time/morning meeting**
- 9:15 a.m. Group lesson**
- 9:45 a.m. Bathroom/Wash hands**
- 10:00 a.m. Snack**
- 10:15 a.m. Outside**
- 11:45 a.m. Bathroom/Wash hands**
- 12:00 p.m. Lunch**
- 12:45 p.m. Clean up/Wash Hands**
- 1:00 p.m. ½ day pick up/Nap**
- 3:00 p.m. Bathroom/Wash hands**
- 3:15 p.m. Snack**
- 3:30 p.m. Outside/Free play**
- 4:30 p.m. Pick up**

*Children are not permitted in the classroom before 8:00 a.m. unless there is an emergency.

*Children must be picked up by 4:30 p.m., or late charges will apply
(see pg 18 for late policy)



Drop-Off & Pick Up

Drop Off:

Each day, please come to the front door and sign your child in using the Brightwheel app. In order to avoid the spread of germs, parents are not permitted inside the daycare home. If you are dropping off while we are outside, please text/call me to let me know when you have arrived. Please do not knock or ring the doorbell before 8:00 a.m. unless there is an emergency.

Pick Up :

Please pick up your child by 4:30 p.m. each day. Any changes to the way your child normally goes home need to be submitted in writing in advance. If there is a change as to who will pick up your child, the emergency form (OCC 1214) and registration form must be updated, reviewed, and signed.*



LUNCH PROCEDURES

Lunch will be served at 12:00 p.m. daily.

All children are encouraged to eat independently; feeding of students 2 years and older is not permitted. Please do not ask teachers or other staff members to feed your child or force them to eat.

****ALL MEALS MUST BE PEANUT/TREE NUT FREE****

Please make sure the contents of your child's lunch can be easily opened by your child.

If a food item needs to be reheated, please send it in its own microwave safe container

Please send a water thermos with your child each day. I will refill it as needed.

I will provide all cutlery and common condiments (ketchup, mustard, ranch)



SNACK

Two snacks will be provided daily (10:00 a.m. and 3:15 p.m.). You are welcome (but not required) to send your child with his/her own snack(s). **Please be sure that snacks sent with your child are peanut/tree nut free!**



Nap PROCEDURES

Nap time is every day from approximately 1:00 p.m. to 3:00 p.m..

If your child does not take naps, he/she will be expected to have “quiet” time, resting on a designated cot, reading books, or participating in another quiet activity.

The center provides individual cots, sheets, blankets and pillows for each child. You are welcome to bring personal comfort items to be used during nap time such as a stuffed animal or comfort blanket. Please label these items with your child’s name

We will launder bedding every Friday evening with hypoallergenic detergent.



Toilet Training & Diapering

Toilet training takes both child care and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at child care as well. Toilet training will be included as part of our curriculum. We will reinforce toilet training practices by reading stories, going over routines, and playing games that teach and encourage these skills. A sticker reward system will be used as part of toilet training.

- Children must be toilet trained by age 3.5. Pull ups are permitted after age 3.5 during nap times, if needed. If children are not toilet trained by age 3.5, a conference must be held in order to discuss the issue and how we will move forward with care.

Diapering:

Parents of children under 3.5 years old who are not toilet trained are responsible for supplying diapers and wipes. Diapers will be changed as needed.



Attendance & Tardy Policy

Regular, on-time attendance is vital to your child's success. Most of our learning activities take place in a large group setting and involve interaction with classmates. Many of our learning experiences take place in the first half of the day, so it is important to be here on time. After 3 days of consistent absence, a staff member will call your home to verify an illness.

Children **MUST** be picked up by 4:30 p.m. After 4:30 p.m., a charge of \$1.00 per minute will apply. If a child is picked up late two times, a conference will be scheduled. If it happens a third time, your spot in our childcare program will be subject to termination.

We understand that there may be instances when it is not possible to be here on time. However, please make every effort to have your child arrive on time so we can begin our day together and pick up on time, out of respect for our staff. Tardies will be documented and habitual tardiness may affect your child's academic progress and ability to remain in our program.



ABSENCE PROCEDURES

If you will not be sending your child to childcare due to illness or another reason, please call and leave a message or text **at: (919) 264-9391**. Please try to give as much notice as possible.



PARENT CONFERENCES

Parent conferences are held on an as-needed basis, **by appointment only.**

Please call/email the lead teacher/director, Celine Cedeno, for scheduling details.

(919) 264-9391

Discoveru.learn@gmail.com



Medication

I am MAT trained and, therefore, able to administer medication to children.

If your child requires medication (prescription or over the counter), a medication administration authorization form (OCC 1216) must be filled out completely.

Topical applications such as sunscreen, diaper rash cream and insect repellent supplied by the child's parent may be applied without prior approval of a licensed health practitioner.

A parent may **not** give a provider a "home-made" product to use on the child. The product **must** be clearly labeled with a product name and instructions for use.



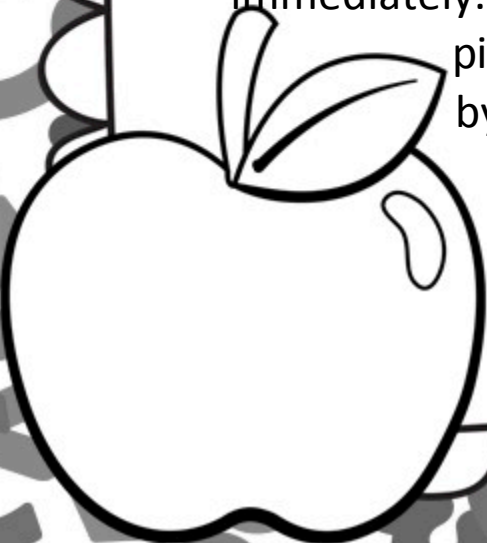
Sick Policy

Your child must be healthy every day he/she attends the Center.

If your child has any of these symptoms, he/she will need to be symptom free or no longer contagious for **24 hours** before returning to the Center:

Vomiting, diarrhea, rash, persistent cough, fever (over 100.0 orally, 101.0 rectally/ temporally or 99.5 axillary), obvious contagious conditions such as head lice, strep throat, ear infection, or pink eye.

Remember if you honor this regulation, you will deter other children and teachers from getting sick. If any of these symptoms of illness should occur while at childcare, we will contact you immediately. He/she will be kept isolated until picked up by you or someone designated by you.



Sick Policy cont.

It is imperative that children be picked up promptly under these circumstances. If you are called to pick your child up due to illness, they may not return to the center the following day.

If children are given medications to reduce fever before being dropped off at the center, you will be asked to take your child home until they are well, or called to pick your child up. Unfortunately this medication wears off and then exposes the other children, causing the illness to spread and cycle.

If your child exhibits behavior not normal for him/her such as increased irritability or fatigue or complains of pain or discomfort, we will call you to discuss the situation. We may require that the child be picked up. Your child may return after he/she is free of symptoms for at least 24 hours and or no longer contagious. You may be asked for a doctors note.



Dress Code

CLOTHING: Each day we will be doing activities that require children to sit on the floor, participate in gross motor movements, etc. Clothes may also become messy from arts & crafts, playing outside, eating, etc. We are not responsible for replacing damaged/stained clothing. Please be sure to send your child to childcare in clothing to accommodate these activities. We also require that you bring a change of clothing to be kept in your child's cubby in the event that he/she needs to change. Please remember to replace your child's clothing in their cubbies at least every 6 months to assure we have a garment that fits. Children (and parents) do not wear shoes when inside the home. They must take them off and keep them in the entry with their coats. This helps to keep carpets clean and the floors more sanitary

SHOES: closed toe shoes with a rubber sole is the safest option. Shoelaces are not permitted.

DISCOURAGED = SANDALS OR OPEN TOE SHOES

ENCOURAGED = TENNIS SHOES/ SNEAKERS



Extra Clothes

Please send an extra change of clothes to school enclosed in a large Ziploc bag in your child's bag/backpack as soon as possible.

****Please include the following items:
Underwear, socks, shirt, pants or shorts****

The change of clothes will be stored in your child's cubby



SCHOOL SUPPLIES

We provide all of the learning materials your child will need, however, donations are always warmly welcomed and appreciated!

Here is a list of items you may donate if you wish:

- Cleaning products: Disinfecting wipes, hand sanitizer, tissues, paper towels
- Diapers & wipes
- Books
- Toys
- Clothing
- Safety items (safety plugs, latches)
- Art supplies
- Games



BIRTHDAY POLICY

You may bring store bought cupcakes or cookies to school for your child's birthday. The cookies or cupcakes will be distributed during lunch.

Also, please keep in mind that not all students celebrate birthdays and some children may not be able to participate in birthday celebrations at all. We will provide students celebrating birthdays with many special "birthday privileges" such as: a birthday story, birthday sticker, and birthday song.



PERSONAL BELONGINGS

For safety reasons, please do not allow your child to bring any toys or candy to school.

Toys can easily become broken, lost, or stolen. Teachers will not be responsible for toys brought to school.

Candy and gum are not allowed at school at any time.

Teachers are not responsible for lost or broken jewelry.



CLASSROOM RULES

1. First time listening
2. Include everyone
3. Listen when others are talking
4. Share with others
5. Always do your best
6. Take care of our things
7. Hands and feet to yourself
8. Use kind words and a kind tone
9. Clean up and help out
10. Say please and thank you

If your child has trouble following one or more of these rules at home, please let me know and we will work together to try to address the problem.



HELPING My CHILD

Please work with your child on the following skills at home:

- Sharing
- Cleaning up
- Recognizing colors
- Recognizing shapes
- Recognizing/ identifying numbers
- Recognizing/ identifying letters
- Cutting with scissors
- Buttoning, snapping, zipping, and tying clothing items



Vacation

Each family with children enrolled (12 months) of the year full time after being enrolled one full year is allotted one week of vacation per year in which payment will not be required. Please see Celine if you have any questions or are not sure when you are eligible for a free week. The week should fall as Monday through Friday on the calendar. This will be a week in which your child is not at Discover-U Learning Center. Once you have used a vacation week, your family will be eligible for their next free week at approximately the same time the following year. We require a two week request notice of the use of your vacation or payment will be charged. The vacation week benefit may be lost if your account is not kept in good standing. Only one free week is allowed every 12 months. Forms for vacation requests can be found in the Note Book at the sign in

/ sign out desk or you may email them to Discoveru.learn@gmail.com.



Written Permission

Water Activities

The provider must obtain written permission from a parent/guardian before a child may participate in water activities (water slide, sprinkler, etc.). Children will NOT be exposed to bodies of water (wading pools, lakes, rivers, etc. at any time).

Photos

The provider must obtain written permission from a parent/guardian before taking pictures of a child to display in the center or on the center's website/ social media account(s).



Injuries and Emergencies

Injuries

In the event that a child is injured, it will be documented on an accident/injury record. For each injury recorded, this document will detail the name of the child, date & time, description of injury, first aid administered, and parent signature.

An injury to a child that occurs while the child is at the facility or on a field trip which results in the child's being treated by a medical professional or admitted to a hospital will be reported to the office of child care within 24 hours.

Emergencies

If a child requires EMS, 911 will be called promptly and parent(s) will be notified.

You will be responsible for all medical treatment necessary for your child's well being. This is not limited to emergency room care, ambulance visits and co-pays to your insurance company.



Pricing/Tuition

Full Day (8am-4:30pm)

-\$100/day

½ Day (8am-1pm)

-\$60/day

- Tuition is due each week on Friday by 4:30 p.m. unless otherwise discussed

Late Payment Policy

- Late tuition payment will result in a late fee of \$25 per day.
- If you make two late payments, a conference will be held. If it happens a third time, your childcare spot will be subject to termination
- Checks are always an acceptable form of payment until you present me with a bad check. You are responsible for all charges I may incur from my bank as a result of your bad check. In the event you do not pay for this NSF check, you can expect to be taken to small claims court to settle the dispute.



Trial Period

The first two weeks of your child's enrollment are on a trial basis. During those first two weeks either parent or provider may terminate this agreement at a moment's notice. The important topic here is that both parties feel this is the best situation for the children involved. After the initial two weeks, a two-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms.



Termination

TERMINATION FROM DISCOVER-U

If you decide to remove your child from *Discover-U Learning Center*, I require a two-week written notice. You are required to pay for these two weeks. If I decide I can no longer provide care for your family I will also provide you with a two week written notice. If violations of this agreement occur, you may be given immediate termination from *Discover-U Learning Center* and all security / holding deposits will be forfeited by you.

Examples of why I would terminate your child's care include: (but are not limited to)

#1 Failure of parents to pay fee.

#2 Failure to complete and sign any required forms.

#3 Lack of parental cooperation.

#4 Failure of child to adjust after a reasonable amount of time.

#5 My inability to meet the child's needs without additional staff.

#6 Gross misconduct on the part of the parent or child.

#7 Parent/provider differences



Open Door Policy

At *Discover-U*, you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however keep in mind that a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you, or made when you can visit unnoticed as to not interrupt your child's day.

A child going through separation anxiety will most definitely react by a parent coming into the child care and not taking them with when they depart. There will be times where I am pre-occupied with a child or unable to hear the door. On the same note, If you arrive before 8:00a.m. or after 4:30p.m. for any reason, please knock as a guest would coming to my home. Do not enter freely, as a courtesy to my family and I.



Open Door Policy *cont.*

You are also invited to call and check on your child during the day. Please keep in mind there may be times when it is not convenient for me to run to the phone. (i.e. diaper changing, etc.). If the phone goes unanswered, please do not be alarmed, simply leave me a text or voice mail message. I will then return your call as quickly as possible. You may also communicate any information to me via email. There may be those times when something comes to you at work that you don't want to forget to relay to me. If you have email, please feel free to drop me a line and I will generally reply during rest time.



Additional Resources

Guide to Regulated Child Care

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf

Office of Child care

51 Monroe Pl #200, Rockville, MD

(240) 314-1400

<https://earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care>

Early Childhood Resources

<https://earlychildhood.marylandpublicschools.org/child-care-providers/early-childhood-curriculum/early-childhood-resources>

