



Amazing Grace Learning Center

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We appreciate you choosing Amazing Grace Learning Center for your child. We look forward to collaborating with you and your family to provide the best possible care for your child and to guide your child toward being a productive and successful citizen. I want to welcome you to the Amazing Grace family!

Our Mission

Amazing Grace Learning Center believes in the responsibility of growing together. We truly are a family and believe in the family atmosphere. Our passion includes having open minds in a safe calm stress free environment. Each moment of our students' innocent hearts is priceless.

Our Philosophy

Amazing Grace Learning Center owner and staff believe that children learn about their surroundings best through play in a safe, nurturing environment. We provide a wide variety of activities to each child that is both age and developmentally appropriate. Allowing children to explore their world gives them confidence as they move through life. We accomplish the most thorough understanding of child development, offering appropriate learning experiences, and supporting family units as they grow and learn.

Our Goal

Our goal at Amazing Grace Learning Center is to help prepare children to be successful in school, be productive citizens, model proper social behaviors, offer support to enrolled families, and to meet the ever-expanding needs of our youngest citizens.

Enrollment

We at Amazing Grace Learning Center look forward to working with your family. However, before your child can attend you must return the following items:

1. Signed Emergency Card
2. Health Inventory for each Child
3. Current Immunization Record for each Child
4. Signed Contract
5. Signed receipt of "Parent Handbook"
6. Completed All About My Child/ ASQ-III Questionnaire
7. Any Medication Administration/ Order form as required by OCC
8. All Enrollment Fees
9. All requested child specific items (i.e., diapers, wipes, change of clothing, etc)
10. Required Deposits and Fees
11. Required Tuition

All Emergency Cards, Health Inventories, Immunization Records and Medication Administration Forms must be updated annually and signed. This is usually done around your child's birthday as this is when your child normally has a scheduled doctor's visit. Please visit www.marylandpublicschools.org to print out copies of the required documentation or ask the director for copies of these forms.

You can also view copies of the brochure "Choosing Regulated Child Care" at www.marylandpublicschools.org. This brochure outlines the types of care in Maryland as well as the location of the local Office of Child Care. We keep a copy of the "Guide to Regulated Child Care" posted on our Bulletin Board at the front of the building.

Inclusion Policy

All children are included in all activities to the best of their ability.

Activities can be modified to meet each child's individual needs based on their developmental age, entrance, as guided by IFSP, IEP if one is available.

If your child has a current IFSP or IEP, please provide a copy to the center.

IFSP and IEP are used for planning purposes only and all information remains confidential.

If your child is currently receiving outside services from Infants and Toddlers or any other outside agency, we will make space for the service provider to work with your child at the center.

You will be notified when the service provider has worked with our child. Amazing Grace Child Care Center also requires signed parental consent for an outside agency to provide services at our location. If you have any questions, please feel free to contact the director or the owner.

Conference Policy

Amazing Grace Learning Center will have parents' conferences with "both" parents as needed. The Center will provide parents conference sign-up sheet information. The center will also notify the parents of the conference times where parents can review the child's progress, express any concerns, and share ideas.

Discipline/Child Guidance Policy

Whenever one deals with children you can expect discipline and guidance issues. It is the policy of Amazing Grace Learning Center to deal with discipline and guidance issues in a positive manner. Our goal is to guide your child into making positive behavioral choices without demeaning or harsh words or actions. Amazing Grace Learning Center uses a variety of techniques to promote positive behaviors.

Since no two children will respond the same way to guidance techniques, Amazing Grace Learning Center trains their staff to use the following techniques: edirection (i.e. redirecting a child to a similar activity to avoid conflict): offering a variety of choices (i.e. offering multiples of popular toys: offering a variety of manipulatives): offering choice of outcome (i.e. would you like to use a timer or play together): clear classroom rules (reviewed regularly during circle time and with pictures/rules posted in each classroom): clear expectations of appropriate behavior: model appropriate behavior: and enlisting the support and assistance of our families.

If positive approaches fail to bring about the desired behavior, your child may be offered an opportunity "Try Again". Your child will be relocated away from their peers to reflect on their behavior and is welcomed back when he/she feels they have control of themselves. We have "Calm Down" areas in each classroom area.

If the undesired behavior continues you will be called immediately. If your child is not a threat to himself, others, or property Amazing Grace Learning Center will collaborate with you to find a solution. If your child poses a threat to himself, others, or property he/she may be removed immediately from care and the contract may be terminated.

There are also multiple community resources that can be used to provide guidance to both Amazing Grace Learning Center and the child's family to promote positive behavior change.

Under no circumstances will corporal punishment be taken, even with parental permission. Amazing Grace Learning Center will not yell at , shame, disgrace, humiliate, or use any other negative approaches when guiding your child.

Health Policy

Please do not bring your child to the center if your child is sick. This is not just best for your child, but Amazing Grace Learning Center is required to refuse admittance to a sick child. Amazing Grace Learning Center cannot care for any child who exhibits any of the following symptoms:

1. Vomiting (Child can only be readmitted if vomit free for 24 hours)
2. Diarrhea (Child can only be readmitted to care if diarrhea free for 24 hours)
3. Fever over 100.0 (Child can only be readmitted to care if fever free for 24 hours with our medical support)
4. Unexplained rash
5. Head lice (Child can only be readmitted after treatment)
6. Communicable diseases as defined by OCC
7. Mouth sores (Child can be readmitted after doctor clearance)
8. Unexplained lethargy
9. Discharge from eye or eyes
10. Green mucus from nose, eyes, or through coughing
11. If child is obviously sick (we must trust our instincts on this)

If your child becomes ill while in care, you will be notified and must pick your child up within thirty minutes (30) of notification. If you are unavailable, we will continue to call the people listed on your child's Emergency Card to locate someone who can pick up your sick child.

We at Amazing Grace Learning Center understand that having to miss work or school due to having a sick child can be a burden. However please do not ask us to care for an ill child. Not only is it a bad business practice, but it is also against state regulation. Not only will other children be exposed to an illness, but so will the classroom, teachers, and staff. It is your responsibility to find and schedule alternative care for your child.

Medication Administration Policy

As per regulation, at least one staff member who has been trained in medication administration will be always present. If your child requires medication for an acute illness (non-maintenance medication) please have the doctor prescribe a medication that can be administered once or twice per day so that it can be done at home. Under no circumstances will staff from Amazing Grace Learning Center administer the first dose of any medications.

If your child requires medication while in care Amazing Grace Learning Center must have a doctor's order on file for each medication. The medication must be labeled: child's name, date, dosing information, and how long the medication must be administered. All bottles must be original.

Over the counter medication can only be administered once per illness with parental permission. If additional doses are needed, you must provide the same information as above. All medication orders are valid for a maximum of one year. If you need blank forms, please ask the director, or visit www.marylandpublicschools.org.

Fire and Emergency Drill Policy

Amazing Grace Learning Center has monthly fire drills and semi-annual emergency drills. Results are kept and are available for review. All results/records are reviewed annually by the Office of Child Care and the State Fire Marshal.

All drills are unannounced. If you would like to see the results of the drills for the calendar year, please contact the director.

Injury Policy

If for any reason your child injured themselves while attending Amazing Grace Learning Center, you will be contacted immediately. If there is a bruise or broken skin, an incident report will be documented by the teacher or staff member supervising your child at the time of the incident.

The information will be shared with you as well as any first aid that has been administered.

If the incident is more serious in nature you will be notified immediately. An incident report will be complete and provided to you at the time as well. If severe, 911 will be called and you will be notified. It is the parents responsibility to pay for any medical care required.

All staff at Amazing Grace Learning Center are CPR and First Aid certified (required for licensing) and current documentation is in a file in the staff member;s employment file. These are reviewed annually by the Office of Child Care.

Required Supplies

The following supplies are required to be supplied for your child:

1. Diapers and Wipes
2. Two complete changes of clothes (including socks) that are the appropriate size and seasonally appropriate
3. Appropriate outdoor wear
4. Close-toed shoes (to prevent foot injury)
5. Sheet for cot (Sheets will be sent home for washing at the end of each week. If not returned, you will be charged with a replacement fee of \$5.00 due at the end of that week)
6. Special diet food
7. Baby Formula (if applicable)

If your child is running low on any given item, a notice will be placed on our child's daily note home. You will be charged \$3.00 per diaper if the center must provide diapers for your cold. If inadequate supplies are provided you will be contacted to bring the necessary supplies immediately.

Pictures/Videos

Pictures will be taken of the kids at play, and during parties or extraordinary events. We use pictures, and /or videos for tons of things including Newsletters, Emailing Parents, Websites to highlight activities we do in the center, memories, showcase in the classroom, and sharing with families to generate a feeling and sense of belonging.

Food and Nutrition Policy

Amazing Grace Learning Center participates in the Child and Adult Care Food Program funded through the United States Department of Agriculture. Amazing Grace Learning Center follows the food pattern guidelines as outlined through the USDA and CACFP. Please refer to the meal pattern chart provided in your enrollment packet.

Mealtimes for each class are provided in your enrollment packet. If your child will arrive after a scheduled mealtime, please make sure that they are fed before arrival. Children learn best when their basic needs are met. Your child will not learn as well as others if he is hungry.

Amazing Grace Learning Center promotes family involvement in all areas of our program. If you wish to bring in food for a special occasion, please contact your child's teacher or the center director so you can be aware of any food restrictions in your child's classroom. Your child's teacher will also be able to tell you how many children should be present on the occasion so that you can plan for the proper amount of food.

Closure Dates and Policy

Amazing Grace Learning Center observes the following holidays:

- New Year's Day
- Martin Luther King, Jr Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas & New Year- Christmas Break & New Year's we will close prior to and afterwards to make a four-day holiday
- Quarterly we will close for a professional day. The dates will be determined.

Amazing Grace Learning Center will list emergency closure notifications through WBOC and WMDJ. It is your responsibility to find alternative care for your child in the event of a closure. Amazing Grace Learning Center follows Wicomico County School Closures due to snow.

These closures are paid closures. Your tuition will not be adjusted for these holidays or emergency closures. If the holiday falls on a Saturday, the holiday will be observed on Friday. If the holiday falls on a Sunday, the holiday will be observed on Monday. Again, it is your responsibility to find alternative care. No adjustments to tuition will be made for holiday closures.

Payment Policy

Upon enrollment you will be required to pay for the first week of care. Full payment of tuition will be due the Friday before the next week of care. This payment covers the following week of Care. No adjustments in tuition can be changed due to your Child's absence. Our expenses do not change if your child is not present (i.e. Staff is still working, electricity is still being used, water is still on etc)

Amazing Grace Learning Center uses contracted hours of care. You can not drop off your child earlier or pick up your child later than your stated contracted time without prior permission from Amazing Grace Learning Center staff. We must maintain child-adult ratios and using contracted time of care allows us to do that and serve as many families as possible.

Amazing Grace Learning Center accepts cash, personal checks, and money orders. If your check is returned for any reason, you will be assessed a \$35 returned check fee plus applicable past due payment fees. These fees plus the tuition that was unpaid will be due immediately. If Amazing Grace Learning Center incurs any additional fees due to your returned check, you will have to pay those fees.

If a second check is returned unpaid for any reason all the above fees will be assessed again and you will be required to pay for care using only cash or money order.

If you fail to pay for care, Amazing Grace Learning Center will terminate this contract without notice. If the contract is terminated for non-payment of fees or tuition you are still responsible to pay Amazing Grace Learning Center, all outstanding tuition, and fees.

If your purchase of care is not submitted in a timely manner, the parent must pay the center. This money will be refunded to the parent as soon as the office of purchase of care pays.

Late Payment Policy

All payments are due by close of business on your child's last scheduled day of care each week. If your payment is not received by this time, you will be assessed a \$15 late fee which is due in cash before your child returns to care. If payment of late fee is not received by our child's next scheduled day of care an additional \$5.00 per day per child will be assessed.

Pick up Policy

Amazing Grace Learning Center requires that you sign your child both in and out. This requires you to list time of arrival and departure and a signature for both. The sign-in book is located at your child's classroom entrance.

If you are unable to pick up your child by your contracted time and are sending someone that is not listed as a person authorized to pick up, you must notify Amazing Grace Learning Center in writing PRIOR to the scheduled pickup. Bright wheel messages, faxing, or email are all acceptable. You must provide the first and last name of the adult that will be picking up your child. Upon arrival, staff will ask for a picture identification, staff will copy/scan the identification, and place it in your child's file with your written notification of authorization.

If someone will be picking your child up for you, please ensure that you provide an appropriate car set for their use.

Deposits and Fees

There is a \$40 non-refundable registration fee upon admission to the center.

The security deposit is the same amount as the weekly tuition and is due at drop off for the first day of care.

There is a \$100 supply fee for students that will be due by March 15 yearly, or 3 months after your child starts depending on start date.

Trial Period Policy

Amazing Grace Learning Center is glad you have chosen to come to our facility. We realize that all children need time to transition into an unfamiliar environment. With that in mind, if, for any reason, either party feels that your child (or you) does not feel that this would be a good partnership, the contract can be terminated within the first two weeks of scheduled care with one day's notice. Any fees already paid are non-refundable.

Termination Policy

After the initial two-week trial period either party can terminate the contract with two weeks written notice. You are responsible for payment of tuition during that two-week termination period even if your child is not in care plus any other fees incurred.

By signing below you are indicating that you have read and understand our policies (1-8 pages) and agree to follow them. Amazing Grace Learning Center may update our policies as needs arise and as required for licensing. You will be given 30 days notice of any policy changes.

We (Amazing Grace Learning Center) look forward to collaborating with you and your child.

Parent (Print name)

Parent (Signature)

Date (MM/DD/YYYY)

Amazing Grace Learning Center Representative (Signature & Title)

Date (MM/DD/YYYY)