



**PARENT HANDBOOK**

# MLC

*From language and literacy development to social skills and creative expression, the children at Maria's Childcare & Learning Center are continuously exposed to new activities and environments to thrive. We build on each child's strengths and interests to help build a solid foundation where they can develop their futures. Get in touch to learn more about us.*

## Maria's



## Childcare





## Mission Statement

Maria's Childcare & Learning Center (MLC) is a family-centered program that provides a nurturing environment to enrich a young child's personal development on an emotional, social, physical, and cognitive level.

## Program Philosophy /Goals

Our goal is to build a childcare center that puts the children first by providing a nurturing learning environment that encourages them to take developmentally appropriate risks through our childcare activities.

To create a home away from home environment in the center where parents are secure in the relationship with staff members who honor family values. We will encourage family involvement, open communication, and trust.

To build a center where staff are encouraged to develop professionally and work together to build strong bonds with children, families, and other staff.

## SECTION 1: TUITION AND FEES

MLC accepts children aged 8 weeks to 5 years of age. Registration shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

To enroll their child in MLC, parents must complete our Enrollment Application (found on our child forms tab at [mariaslearningcenter.weebly.com](http://mariaslearningcenter.weebly.com)) and pay the \$100.00 Registration Fee and \$75.00 per additional child.

If payment in full is not received when due, I agree to pay a late payment fee of \$30 per week. All late fees are subject to change with reasonable notice. I understand that if my account is delinquent for more than one week, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to nonpayment of tuition. Any unpaid amounts may be referred to a third-party collection agency

**Refunds are not available for the Enrollment Application.**

**Tuition is due and payable on Monday or on your child's first program day of each week by 5:00 pm. A late fee of \$10 per day is charged after Tuesday. Tuition consists of 9 hours per day for private pay students. If your child has a birthday, it now qualifies you for a lower tuition rate. The tuition rate will be adjusted for the week after your child's birthday. For DHS clients, the number of hours allotted by your individual case manager is not to exceed 9 hours per day.**

**All tuition is due regardless of attendance. All children who are absent for one week with unpaid tuition and do not communicate with the director or person in charge will be dropped from enrollment and replaced with someone from the waiting list.**

**We will need exact cash. We do not carry change. Receipts will be given for every tuition payment. All cash payments must be handed directly to a staff member**

**I understand tuition is due and payable each week on the first day of attendance. Appropriate alternate Tuition Fees must be paid during school breaks.**

We require the completed enrollment application, signed fee agreement, and registration fee to begin enrollment. **We require a copy of the child's recent immunization records and health records (if an upcoming appointment has occurred, we will need a copy) before the child's start date.**

**The Enrollment Application and Fee Agreements are meant to serve as contracts guaranteeing service for the duration.**

Continued enrollment at Maria Childcare & Learning Center, LLC, is contingent upon the parent's, emergency contact persons, and child's adherence to the policies and procedures of MLC as outlined in this handbook, including but not limited to timely payment of all fees and tuition.

Parents must notify MLC immediately if any information is collected at enrollment or at any time thereafter. Failure to do so may result in the child(ren) being disenrolled from the program and forfeiture of any deposit.

All custodial parents or legal guardians must sign an Agreement Form before enrolling their child in MLC. Parents must indicate to whom all billing information and correspondence must be addressed.

Nonpayment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at MLC; however, if you anticipate difficulty paying on time, please immediately discuss the matter with the Center Director. If alternative payment arrangements are approved, you will be notified by the Director.

MLC **does** accept childcare subsidies. Subsidized children must have the case manager call before they start to care. We are in compliance with our contractual obligations with ELRC and require parents to pay their copay by Tuesday, the beginning of the week, or we will have to report nonpayment to our ELRC office.

## **SECTION 2: DAILY PROCEDURES**

### **BEHAVIOR EXPECTATIONS:**

At MLC, we promote self-esteem by helping your child develop self-control and take responsibility for their actions. Expected behavior is based on your child's developmental level. Appropriate guidance techniques used by our teachers include redirection, diversion, and substitution. We look for acceptable behavior rather than dwell on negative behavior. By providing a positive role model for children, we manage the classroom using positive words, encouraging actions, and focusing on each child's ability to make the right decisions. Severe behavioral issues require parental intervention, depending on each child's social, emotional, and developmental needs.

### **BITING:**

We strive to minimize biting incidents. Toddlers, especially, often use biting as a form of communication. If another child bites your child, we comfort him or her and care for his or her needs immediately. If your child bites another child, we will develop a plan with you to address the behavior. If biting continues, to protect the other children, you may be asked to temporarily remove your child, or services may be interrupted.

### **THE PROTECTIVE HUG:**

MLC uses conflict resolution when handling disputes between children. This calming method allows a teacher to step between the children, get down to their level, and ask both sides to describe what has occurred. The teacher then helps guide the children to a resolution they can all agree upon.

### **OUTDOOR PLAYGROUND:**

Our playgrounds are designed to stimulate physical fitness and social interactions. Our teachers work with the children by providing games and activities that improve their physical skills. Balls, beanbags, hoops, and other materials are available to build coordination, strength, and agility. Your child should come to school in clothes that allow him or her to move freely. Sneakers or other closed-toe shoes are the best choice for safety when playing outdoors. Our outside play areas use a rubberized surface or soft synthetic turf instead of wood chips, sand, or gravel. All perimeter and playground gates are locked and monitored so children can enjoy outdoor play safely. Children remain indoors during inclement weather, and activities are supplemented through music and movement experiences.





### **NAP TIME:**

Nap times are provided in accordance with your child's age. The infants in our program sleep whenever they wish. Individually labeled cribs for infants under 12 months are assigned so that an infant may rest at any time during the day. Infants are placed in a crib on their backs as recommended by the American Academy of Pediatrics. Children over 12 months of age rest on an assigned cot. Scheduled nap times are noted daily on the family board outside each classroom. The length of quiet time is in accordance with the state childcare rules and regulations. Check with your administrator for needed napping materials. Children 2 years of age and under cannot rest with pillows.



### **ITEMS FROM HOME:**

Toys and other personal belongings should not be brought from home as each classroom provides sufficient learning materials for your child's day. During specific sharing days, your child's teacher may ask your child to bring something in for "Show and Tell." In that instance, the item must be labeled with your child's first and last name and taken home the same day. Absolutely no guns or other war toys are allowed in the center. MLC is not responsible for lost items.

## **NUTRITION:**

The menu meets the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) nutritional standards and state licensing rules and regulations. Parents will provide the infant formula or Breast Milk. The bottle must be labeled and covered with a labeled bottle cap. We do not accept opened jars or boxes of baby food. Labels, including the infant's first and last name as well as the date, must be on food containers. We cannot accept bottles that have cereal or other foods mixed in. Nursing mothers may visit the center to feed or provide breast milk ready to serve (also labeled). Daily communication forms provide an area to insert the infant's last feeding and diaper change so we can stick to the schedule. The American Academy of Pediatrics states that refrigerated formula does not have to be warmed prior to feeding. We warm refrigerated bottles by holding them under tap water for several seconds and use bottle warmers for heating at most centers. Families are required to provide the center with an emergency supply of ready-to-feed formula, frozen breast milk, extra bottles, and nipples. Children who eat table food are served snacks and lunches that follow the recommended daily dietary allowances. Please review our menu to ensure your child is not allergic to any foods being served. If you discover a day when the menu contains foods your child is allergic to, please discuss this with the center Director. We will make the accommodations to the menu with a Medical Statement from a licensed physician with the alternative foods he suggests. We do not serve foods that may cause choking. If you are asked to provide a special snack food, do not include grapes with skin, popcorn, raw vegetables, or candy. We are a peanut-free school; therefore, no nuts, peanut butter, or other foods containing peanuts are served or can be brought into the school.



## **SPECIAL OCCASIONS:**

On the Last day of every month, we are going to celebrate every child's birthday in one day; the director will communicate with you through the procare newsletter. If you wish to provide a special snack and/or beverage, we encourage healthy treats.

## **PRECAUTIONS:**

Everyone's health at MLC is very important to us. We adhere to the concept of universal precautions. This means our staff helps to teach your child the personal skills necessary to keep him or her healthy and help to stop the spread of illness and disease. Children are taught to wash their hands after toileting, before and after meals, when coming in from outside, and as needed. We also provide a consent form for your signature in the event you wish to have sunscreen, insect repellent, or ointment applied to your child.



## **CLOTHING:**

For your child's safety and comfort, washable clothing and closed-toe, rubber-soled shoes are required at MLC. All children should bring at least one change of seasonally appropriate clothing, including socks, in a labeled zip-locked bag. We ask that everything be labeled with your child's first and last name, including hats, jackets, mittens, swimsuits, and towels. We are not responsible for lost or damaged clothing.

## **DAILY SIGN-IN AND SIGN-OUT:**

The school's app (ProCare) will be used to sign my child in and out daily. Sign in & out with QR code outside the door. My child may not receive an update that day if I neglect to do so.

### Withdraw/Termination:

We aim to provide a rich, nurturing environment for every child. However, we have an initial two-week observation period to determine whether we can meet your child's needs. If we do not see their needs being met, we will withdraw them based on recordings, observations, evaluations, findings, notes, and communication with parents/guardians.

If I withdraw from the program, I must provide a two-week written notice. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether or not my child attends.

We reserve the right to terminate services provided for a child based on the child and parents' lack of cooperation with established rules and policies by child/parent. Such as:

- If copayments are not paid, reports to the credit bureau will be reported
- Documenting unacceptable behavior.
- Meeting with parents/guardians.
- Seeking professional help such as TSS and guardians put forth no effort.
- Tuition payments have fallen in arrears for over a week, with no payment arrangements made.
- Habitual late pick-up of the child(ren).

### MLC Center Hours of Operation

**Monday through Friday from 6:30 am to 5:00 pm.**

### SECTION 3: HOLIDAYS, ABSENCES, AND CLOSINGS

- **HOLIDAYS:** I understand the school is closed on the following holidays: please refer to our website calendar.
- **ABSENCES/VACATIONS:** I agree to inform the school immediately if my child is absent any day. I understand that no allowances, credits, refunds, or make-up days shall be made for occasional absences (i.e., sickness). My regular tuition is due for all weeks. There is no credit given for single days. I also understand that if I withdraw my child, I must pay a new non-refundable application fee.
- **EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION:** I understand that Maria's Childcare & Learning Center, LLC intends to be open and provide childcare services every weekday of the year. However, we exclude days indicated on our website calendar as days off. However, inclement weather, natural/national disasters, or significant building issues may disrupt service from time to time. However, if we are open that day and anything occurs, you are also responsible for paying for that day. MLC will communicate any closures as soon as possible.

### Late Pick-Up

**Your agreement form specifies a \$1.00 late fee per minute after the child's departure time**

### Clothing

- **Dress your children in comfortable clothing and shoes that allow them to move freely.**
- **Please provide a complete change of clothing in a marked bag for your child in case of a spill or accident. Bring a clean pair of clothes once sent back.**
- **We play outside each day, weather permitting, so children can run, jump, climb, and play.**
- **NO sandals, flip-flops, or open-toe shoes are permitted! Not safe.**

### Personal Belongings

**ALL personal belongings MUST BE CLEARLY LABELED with their name. Please Do Not Allow Your Child to Bring Toys or Electronics. We will not be responsible if they get lost or broken. Children should arrive daily with a backpack or tote bag with their diapers, wipes, bottles, and extra clothing. PLASTIC BAGS ARE NOT ALLOWED.**

### Diaper Change & Potty Training

- **Parents of infants and young children enrolled in the program must provide enough diapers and wipes daily.**
- **It's essential to keep in mind that we change diapers every two hours. A baby changes between 5 and 6 diapers a day.**



Please inform your child's teacher of your potty-training routine at home so we can reinforce those habits during class time. If you are attempting to potty train your child, we strongly suggest that you either send your child to class in underwear with several extra changes of clothing or send your child in velcro-tab Pull-ups and Diapers. Please dress your child in clothing that is easy to remove and change during this training stage.

### Nutrition

- Our program provides breakfast, lunch, and mid-afternoon snacks daily.
- Receive a copy upon request on procare.

### Food Policies/Allergies

**We must be alert to specific allergies of children in the class. It is crucial for the child not to bring in food items to finish eating because they can contain ingredients that can be very harmful to other children and teachers.**

- This can be very **DANGEROUS!**
- MLC is a **Peanut FREE ZONE!**

### Rest Time

**Most children physically require a period of rest during the day.**

- If your child is enrolled in our program until 2:30 pm, they must lie down for a rest period. We ask that you provide your child with a blanket and pillow. Please ensure each item is clearly labeled with your child's name.
- At the latest, children begin napping by 12:30 pm. During this time, children will listen to soothing music to rest.
- No child will be forced to sleep, but all children must lie down to rest for a period of time.

### Illness Policy

**Please consider our illness policy when your child is not feeling well!**

- The policy is a state-mandated regulation that helps prevent the spreading of contagious diseases. We may ask you to take your child to the doctor for a diagnosis because we are not licensed physicians and only use symptoms to suspect infectious diseases.
- **The child must be symptom-free without medication for 24 hours before returning to the center.**
- **If the child is sent home sick from the center, he/she may NOT return the following day unless you bring a note from a physician stating that the child is symptom-free and does not have any illness that could be contagious.**
- **If the child is too sick to go outside to play, he/she is too ill to attend the center. To maintain adequate teacher/child ratios, we cannot keep a child from outdoor play.**

### Illness and Contagious Diseases

Parents are informed of any instance where their child may have been exposed to a contagious disease that affects children while at school. We contact the local health authorities if there is an outbreak or a reportable illness. A child who is suspected of having a contagious disease is isolated from other children until a family member can pick him or her up. Children who are absent because of a contagious disease may not return to school until the transmission period is over. In some instances, a doctor's note may be required. If your child has been exposed to a contagious disease, you must notify MLC within 24 hours.

### Diapers

Parents must provide labeled disposable diapers and wipes if their child is not fully toilet-trained. We will support your efforts to help your child become toilet-trained. We ask that you supply us with at least two complete changes of clothes and a supply of disposable diapers and training pants each day. Diapers, clothing, and training pants must be labeled with your child's first and last name. Soiled clothing is sealed in a disposable bag and given to you at the end of the day. We will make every effort to follow your directions to ensure consistency between home and school.

### Illness Policy Guidelines

Children are excluded from activities if their symptoms or illness prevent them from participating in routine activities or pose an increased risk to the child or other children or adults with whom the child comes into contact. Please keep your child at home if he or she is not well enough to participate in normal activities. A child may not come to school for 24 hours or will be sent home if he or she has a fever of 100° F or above and will not be allowed to return for 24 hours and/ or if he or she has one of the following symptoms:

Illness	May Return
Covid-19	Negative Test Results (home test not acceptable)
A fever of 101 or higher	When the fever is gone (after 24 hours)
Vomiting <b>two (2)</b> or more times	No longer vomiting (after 24 hours)
Diarrhea <b>two (2)</b> or more times	No diarrhea (after 24 hours)
Earache or draining with pain	When treated (doctor's note)
Pink eye	With a doctor's note
Impetigo (Sores)	With a doctor's note
Ringworm	With a doctor's note
Head lice	After treatment
Scabies	With a doctor's note
Influenza	With a doctor's note

## Head Injuries

Trained staff members assess all head injuries and look for symptoms of concussion, open wounds, etc. If warranted, they call 911.

## Injury

You will be informed by telephone, email, Internal App system, or by written report upon pick up if your child is injured. In the event of a minor injury, trained staff will perform proper first aid care. You may want to consult with your family physician to determine whether the nature of the injury requires medical attention, vaccination, or any other care. In the event that a serious injury has occurred, we call 911 and notify you immediately.

We use the emergency medical treatment form we have on file that authorizes us to act on your behalf if you cannot be reached, ensuring there is no delay in your child receiving treatment.

## Health and Safety Practices

MLC maintains stringent health and safety practices. Our health and safety policies and practices are based on the National Health and Safety Standards; Guidelines for Early Care and Education; and the National Resource Center for Health and Safety in Child Care and Early Education.

Staff members undergo a thorough screening and hiring process, including a MLC background check and state-required background check. Staff members who are certified in first aid and CPR are present in the center at all times. Comprehensive health and safety checklists are completed, and routine fire and emergency drills are conducted on a regular basis. In addition, each center has an individual emergency response plan in place. If an emergency requires the center to evacuate and leave the premises, families can call an emergency hotline number to receive information about the safety and location of their children.

### Medication Policy

**Please review the following steps and supporting documents to ensure an understanding of this guidance.**

- 1. Parents/Guardians must notify staff members about the medication to be given.**
- 2. Parents/Guardians must fill out the Medication Log sheet (provided by the facility) and sign it.**
- 3. Medication must be in the original prescription-level container to administer medication.**
- 4. The date on the container must be current.**
- 5. All medications will be kept in a locked area and will be kept out of all children's reach.**

### Medical Records and Vaccinations

To protect the health of all children and to satisfy childcare regulations, current medical information for each child is required prior to enrollment. The information required varies from state to state. Center management will provide you with the specific information required. Our staff will keep you informed when immunizations need to be updated. For more information, visit the Centers for Disease Control website at CDC.gov. Families requesting immunizations be waived for religious or philosophic reasons must submit their request for a waiver in writing using the appropriate state forms where applicable. If you choose not to have your child immunized, he or she may be sent home when there is any instance of contagious disease. Your child also may be excluded from some activities that could put him or her at risk.

### Drop-off / Pick-up Arrangements

**All children should be dropped off and picked up by their parents or persons designated in writing by parents!**

Parents, legal guardians, and approved individuals must indicate all authorized individuals' names and phone numbers to pick up the child. All parents, legal guardians, and approved individuals sign in and sign out on the provided sheet each day the child is dropped off and picked up from MLC. Only persons designated to pick up a child will be allowed.

- Please be respectful to the other residents.
- Finding a parking space can sometimes be challenging; therefore, plan to find other alternatives.

### MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT



Under the Child Protective Services Act, mandated reporters must report any suspicion of abuse or neglect to the appropriate authorities. MLC employees, LLC, are mandated reporters under this law. The employees of MLC are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at MLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect all children's welfare and best interests.

As mandated reporters, MLC staff cannot be held liable for reports made to Child Protective Services, which are deemed unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include but are not limited to

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, and season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals, including a drink for your child.
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school overmedicated to hide symptoms would typically require the child to stay home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

**Call Childline for all reporting at 1-800-932-0313**

### Parent Code of Conduct

MLC requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. One of MLC's goals is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of MLC, but it is also the responsibility of every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property. Please refer to the Policy on Parents' Right to Immediately access additional information regarding the child's Enrollment when a Parent is prohibited from accessing agency property.

### SWEARING/CURSING

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to express frustration or anger using non-offensive language verbally. At **NO** time shall inappropriate language be directed toward staff members.

## THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH MLC:

Threats of any kind will not be tolerated. MLC cannot afford to sit idly in today's society while threats are made. Also, all threats will be reported to the authorities and prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

## PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT MLC.

While MLC does not necessarily support nor condone children's corporal punishment, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. Suppose a parent should witness another parent's child misbehaving or is concerned about behavior reported to them by their child. In that case, it is most appropriate for the parent to direct their concern to the classroom teacher and Center Director.

Furthermore, it is wholly inappropriate for one parent to seek another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director. At that point, the teacher or director will address the issue with the other parent. Although you may be curious about the outcome of such a discussion, teachers or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

## SMOKING:

For the health of all MLC employees, children, and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of MLC. Parents who are smoking in their cars must dispose of the cigarette before entering the parking lot.

## VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences but to protect the welfare and best interest of the employees, children, and associates of MLC. Please remember [Maria's Childcare & Learning Center] entrance procedures. We all like to be polite. However, we need to be careful not to allow unauthorized individuals into the center. Holding the door open for the person following you may be polite; however, that person may not be authorized to enter the premises. Security procedures are only as robust as the weakest person

in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

### CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF MLC.

While it is understood that parents will not always agree with the employees of MLC or the other children's parents, all disagreements are expected to be handled calmly and respectfully. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

### VIOLATIONS OF THE CONFIDENTIALITY POLICY:

MLC takes the responsibility of seriously maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy applies not only to their child or family but also to all children, families, and employees associated with MLC. Any parent who shares any information considered confidential pressures employees or other parents for information that is not necessary for them to know would be considered to violate the Confidentiality Policy.

### COMPULSORY SCHOOL-AGE POLICY:

MLC will only allow kids under 6 to be enrolled full-time during operation hours. Schoolkids aged six and up must be enrolled in school before September 1. School kids can only be enrolled in the daycare for the before and after school program and during summer. The compulsory school age in Pennsylvania has recently changed. These changes will go into effect beginning in the 2020-2021 school year and require all students to attend school no later than age six and until age 18 or graduation, whichever occurs sooner. These requirements will apply across Pennsylvania. In Pennsylvania, all "compulsory school-age" children must attend school. "Attend school" means that the child must attend a regular public school, a charter school, a licensed private or religious school, or an approved homeschooling program.

### SUPERVISION OF CHILDREN (INDOOR AND OUTDOOR) POLICY:

MLC will see, hear, direct, and assess children. Staff will be aware of how many children are in their care and where they are at all times. Children of any age are not allowed outside the classroom without adult supervision. Infants, toddlers, twos, and preschool children are supervised by sight and sound at all times, including in the bathroom. "By sight" means the child is being actively observed. "By sound" means the child can be heard from the caregiver's position. While supervising children in these age groups, staff should position themselves to see and hear all of the children and re-position themselves as children move about the room.

### CONSECUTIVE EMERGENCY DAYS POLICY

MLC will see, hear, direct, and assess children. Staff will be aware of how many children are in their care and where they are at all times. Children of any age are not allowed outside the classroom without adult supervision. Infants, toddlers, twos, and preschool children are supervised by sight and sound at all times, including in the bathroom. "By sight" means the child is being actively observed.

“By sound” means the child can be heard from where the caregiver is positioned. While supervising children in these age groups, staff should position themselves to see and hear all the children and re-position themselves as they move about the room.

### CONFIDENTIALITY

We respect each family's right to privacy and confidentiality regarding all health, behavioral, and developmental records and information.

### SUSPECTED CHILD ABUSE AND NEGLECT

MLC employees are mandated reporters and are required by law to report any suspected child abuse or neglect to the proper authorities.





**\*Please ONLY print this page and sign & date it.**

\* To find the virtual link to view our handbook, please visit our [website](#)

I/We have read, understood, signed, and returned this page and agree to the policies stated in this handbook. I/We understand that should there be updates to this handbook, I/We will be given a copy of the page with the updated information and a new copy of this page to sign and return. I/We will fill out, sign, and return the enrollment form (along with the registration fee, agreement, & authorization forms) and contract in their entirety. By doing so, I/We are enrolling my/our child/ren in Maria's Childcare & Learning Center.

**Parent or Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Maria's**



**Childcare**

*learning through play*