

## ***Welcome***

We are pleased that you have chosen Quality Time Learning Center (QTLC) for your child. We have the strongest possible commitment to provide the best possible early learning program, in the most modern equipped child environment facility.

QTLC is committed to the concept of equal opportunity. Our recruitment, admissions and placement policies do not discriminate on the basis of race, sex, religion or national origin.

This Parent Handbook provides answers to most questions concerning QTLC. We suggest that each parent or guardian read the entire book as soon as possible to become acquainted with the school and its policies. Should you need clarification on any section of this handbook, please call the center. It is further recommended that this Handbook be kept within easy reach in your home so that it can be used for reference whenever needed throughout your child's education at QTLC.

We recognize that guardians are also responsible for children when parents are unavailable. For this handbook, however, we will use the term "parent" in lieu of "parent/guardian."

## ***Position Statement***

Young children learn by doing. The work of Piaget (1950-1972); Montessori (1964); ;Erickson (1950); and other child development theorists and researchers; Elkind (1968); and Kamil (1985) has demonstrated that learning is a complex process that results from the interaction of children's own thinking and their experience in the external world. Maturation is an important contributor to learning because it provides a framework from which children's learning proceeds. As children get older they acquire new skills and experiences that facilitate the learning process. For example, as children grow physically, they are more able to manipulate and control their own environment.

Knowledge is not something that is given to children as though they were empty vessels to be filled. Children acquire knowledge about their physical and social worlds in which they live through PLAYFUL INTERACTION with objects and people. Children do not need to be forced to learn; they are motivated by their own desire to make sense of their world.

## ***Philosophy***

At QTLC our program for children is based on a set of beliefs about the nature of your children and preschool learning.

### ***We believe that:***

- Learning and childcare provide a natural enhancement for one another, and that both need to occur in a warm, nurturing, interesting and stimulating child environment.
- Learning and child care need to be informal and developmental in nature emphasizing activities which allow each child to attain the basic skills necessary for learning in later

more formal learning programs, as well as provide opportunities for individual creative and imaginative expression.

- Learning and childcare should be “fun-filled” and loaded with developmentally appropriate “kid-appeal” underscoring the idea that “learning is fun.”
- By involving parents in the center’s activities, parents and staff form an essential partnership in the preschool learning process.

### ***License & Certifications***

#### **QTLC is licensed as a private educational institution in Montgomery Country, Maryland**

The License certifies that QTLC staff has a broad overview of the social, emotional, cognitive and physical development of the child from birth to age 13, and build communication skills to use with parents, coworkers and the public.

The Maryland State Board of Education has granted a Certification of Approval for QTLC to operate as a non public educational program.

### ***Operation***

- QTLC operates at Takoma Park Elementary School, 17511 Holly Avenue, Takoma Park, 20912
- All programs are full day
- Academic 3’s Program
- Enrichment Programs, including Foreign Language, Music, Computers and Field Trips
- Summer Program
- Hours of Operation 7:00 a.m. – 6:00 p.m.

### ***Faculty***

Faculty members are graduates of accredited colleges and universities and certified by the Maryland State Board of Education. They have special talents in language arts, science, computers, math, physical education, music, art, etc. All staff have completed basic first aid and CPR requirements having met the knowledge and skill objectives of the curriculum to the satisfaction of the American Safety and Health Institute. Staff completes annual continuing education classes to update their early childhood knowledge.

### ***Non-discrimination Policy***

QTLC admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the center. We do not discriminate on the basis of race, color, nationality or ethnic origin in administration of our educational policies, admission policies, athletic and other school-administered programs.

### ***Enrollment Procedures***

After review of the materials, please complete the Pre-Enrollment Application and call to make an appointment to tour with the Director of Admissions. Complete and return the Application

for Registration and Tuition Contract to the admissions office with associated fees. You will be contacted to schedule a follow-up interview and be offered an available opening for student enrollment.

At the time of the second interview, please submit all medical, emergency, notary and, pick-up and release forms, in addition to medication administration forms (if needed) and suspension guidelines.

For students coming from other schools, QTLC may verify the child's previous school's academic performance and discipline status.

Finally the application will be reviewed by QTLC's Director to determine your child(ren's) compatibility for placement. Parents will be notified of the admission decision.

### ***Open House***

Applications with the Registration or Re-registration Fee will be accepted beginning at the Spring Open House for Fall enrollment.

### ***Re-registration***

QTLC experiences a high volume of applications. Current QTLC students will have priority over new applicants. The re-registration fee must accompany applications for re-enrollment. Re-enrollment ensures that preference will be given to families in good financial standing with the school. Parents should understand that once a child is suspended, re-enrollment will not automatically be offered.

### ***Out-going Transfers***

With an official request from another accredited primary school, QTLC will provide copies of student records of families in good financial standing with the center. The copies are mailed directly to the requesting school.

### ***What to bring with your child on the first day of school***

#### **TWO YEAR OLDS:**

(Bring diapering products and supplies for one week or more)

- Diapers (if needed)
- Diapering Products (if needed)
- A small blanket and crib size bed sheet\*
- Two changes of clothing

#### **THREE AND FOUR YEAR OLDS:**

- Two changes of clothing
- Toothbrush/toothpaste
- A small blanket and a crib size bed sheet\*

- Books
- School Supplies

***\*Parents should take sheets/blankets (linen) home every Friday and bring them back on Monday. Please replenish supplies of diapers and diapering products when needed.***

***Please do not bring or have your child bring:***

“Lunchables” for lunch, Candy, Gum, Chocolates, Jewelry, Money, Heeley’s, Gameboys etc.

NO TOYS!!! (with the exception of Show & Tell Day items)

**Note: QTLC does not allow any toys that represent violence at any time**

**QTLC will not assume responsibility for items lost or misplaced. Please do not bring, or allow your child to bring anything that is irreplaceable or of sentimental value.**

**Birthday Parties:**

- Only cup-cake, ice-cream and juice boxes
- No goody bags

### ***Holiday Closings*** **(Mark your calendars)**

QTLC operates year round Monday through Friday, with the exception of the following days:

- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day & Friday after Thanksgiving
- Christmas Day (Christmas Eve school closes at 12 noon)
- New Year’s Day (New Year’s Eve school closes at 12 noon)
- Dr. Martin Luther King Jr. Day
- President’s Day
- Good Friday
- Memorial day
- Independence Day
- Professional Development Days for Staff (August)

### ***Emergency Closings***

Weather conditions may sometimes force the center to close. In the event of an early closing due to worsening weather conditions, parents should make arrangements to pick up children early. For weather related closings we will follow the Montgomery County Public Schools. QTLC is registered with WTOP 103.5 FM, Channel WUSA 9 News and [www.schoolsout.com](http://www.schoolsout.com). For any other emergencies, QTLC will follow Montgomery County guidelines.

## ***Tuition***

Tuition is the lifeblood of the center. Prompt payment of all fees is necessary. Please read your tuition contract thoroughly and initial all appropriate areas. Sign, date and ensure the pre-enrollment fees are recorded. The following set of guidelines has been created to avoid any confusion in payments:

- i. Tuition is paid on a bi-weekly basis. Tuition can be paid by stopping by the central office. See our tuition schedule for actual rates and payment due dates.
- ii. Please do not give the responsibility of tuition payment to your child or staff.
- iii. If the last name of the person paying tuition differs from that of the child, please advise the central office for proper credit to be given to you. It is a good policy to write the child's full name in the lower left corner of the check.
- iv. We will only issue receipts for cash payments. This receipt will be your only proof of payment. Paying by check, your canceled check will be your receipt.
- v. Tuition is fifty-two weeks a year obligation. As long as your child is enrolled in our program, tuition is due regardless of the reason for your child's absence. There is no reduction in tuition for holidays, vacations, illnesses or emergency closings.
- vi. Length of illness of a child, with or without a physician's note, does not exempt tuition payment.

We want to build a close and warm relationship with all our parents. By entrusting your child to us, you have chosen to make us an extended part of your family.

Our tuition policies are formulated to ensure that we will continually be able to live up to that trust. We welcome you to our family at QTLC.

Children's early life experiences form the foundation upon which they think, dream and develop their own inner abilities and resources. Educational research data show that high quality early learning programs have a highly significant and positive impact on future learning and school success. Because of the profound importance of developmentally appropriate early childhood learning programs, we believe that our center and program should be accessible to children of all financial means. It is, therefore, a focus of our center to work toward providing grant opportunities and scholarship programs to assist families in need.

We encourage every parent to visit our center and discuss any financial assistance that may be available.

## ***Other Common Fees***

All fees should be paid through the administrative offices. Classroom staff will not accept any payment unless notified by the administrative office (See tuition contract for details)

### **1. Late Pick-up Fees**

- Late Pick-up Fee (LPF) – due at the time of late pick-up. Two dollars (\$2.00) per minute after 6:05pm and \$3.00 per minute beginning at 6:30pm. (if not paid by close of business the next school day, then late fee doubles).
- Early Closing Late Pick-up Fee – due at the time of late pick-up. Two dollars (\$2.00) per minute after 5 minutes grace period of early closing time on any designated early closing day (Doubles if not paid by close of business next school day).

### **2. Late Payment Fees**

- Bi-Weekly payment option  
Late fee after Tuesday payment due date
- Monthly payment option  
For every missed payment date on the tuition payment schedule, a fee will be charged within the week tuition is due. An additional fee will be charged after the week tuition is due.

### **3. Deposit**

One week's tuition – time/date is recorded at time of acceptance. Parent has one week to request a deposit refund. After one week, the deposit becomes non-refundable.

### **4. Returned Check**

A returned check fee will be charged per occurrence. (see tuition contract)

### **5. Lunch Fee**

Monthly rate is to be paid on the 15<sup>th</sup> of every month. Lunch requested outside of this payment schedule will be charged at a higher rate. Lunch payment not received by the 15<sup>th</sup> of the month will be charged a late fee.

### ***Parent Communication with Staff***

Parents concerned about a situation that occurred during the day at QTLC should communicate first with the classroom teacher. If after the discussion with the classroom teacher is not satisfactory, the parent should then speak with or contact the Executive Director.

### ***Communication with Parents***

Parents may receive a call concerning the health, welfare or behavioral issues of their child from the school office or Health Aide. We ask for your immediate response especially where it may concern the well being of your child. Please read and discuss at home any health alerts that may be issued.

Please check your child's backpack daily to ensure proper delivery of such information.

### ***Visitors/Volunteers***

Visitors are welcomed at QTLC. Persons wishing to visit our school are asked to report to the school office upon arrival. We ask that all visitors/volunteers/parents who visit the school, sign in (to receive a name tag) and out at the school office. The number of visitors shall not exceed two per day per class.

### ***Student Academic Records***

Report cards are issued four times a year.

Parent/teacher conferences are scheduled after report cards are issued. Parents may make an appointment with a teacher at any time during the year as questions arise.

Parents are expected to respect and follow through with teacher recommendations for needed evaluations and/or assessments. A confidential master file is kept on each student. Previous records are requested from former schools for transfer students. The master file will be sent to other schools only upon written request from the school and providing the family has no outstanding debts at QTLC.

The master file contains all report card grades, pertinent medical information, standardized test scores, and teacher comments.

Any request for release of records must be accompanied by an "Authorization for Release of Student Record Information. In order for records to be released, a parent must be in good standing with QTLC.

### ***Discipline Policy***

Children learn by example and often model adult behavior. Therefore, all QTLC adults serve as positive role models. Our staff develops positive relationships with children by expressing interest in each child's activities.

Children's schedules and classrooms are arranged to meet individual needs in a timely manner. There are a variety of activities and enough equipment so children do not need to be in conflict.

The staff will "catch children being good." Encouragement and praise will be the basis of our discipline policy.

When a child misbehaves or acts out, teachers talk with the child quietly to explain why the BEHAVIOR was inappropriate. An example of appropriate behavior will be given. Limits are consistent and firm. The rules do not change from day to day.

If a child continues to display the inappropriate behavior, "Time Out" will be used. "Time Out" will be used for acts of PHYSICAL AGGRESSION, destructiveness or tantrums that cannot be ignored. "Time Out".

During "Time Out" the child will be seated in a chair apart from the group but not out of sight or hearing of the teacher. A time of one or two minutes for first offenses will be set. A child will not be required to sit for longer than five minutes. The teacher will explain to the child why he/she is being required to sit in "Time Out."

The teachers will always make clear to a child that it is the child's BEHAVIOR that is not appropriate. NO CHILD WILL BE CALLED "BAD" OR MADE TO FEEL BAD ABOUT THEIR SELF IMAGE.

### ***Arrival and Departure Policy***

***Center hours 7:00 a.m. – 6:00 p.m***

Insurance regulations and safety concerns require that children be accompanied inside the classroom by their parents. At pick up time children should also be accompanied off the premises by parents. Occasionally, parents may need to have someone else pick up their child. Please notify the office before pick-up time if someone other than yourself will be picking up your child. We will not release a child to anyone other than parents, without specific instructions to do so from the parents. The safety and protection of your child is our foremost concern.

Please call us if you are going to be late in picking up your child. This is a courtesy to staff and a comfort to your child. Children picked up after 6:05 p.m, will be charged a late pick-up fee.

Our program ends at 6:00 p.m. Please notify us by 5:45 p.m if you are going to be late. If we have not heard from you by 6:05 p.m, we will attempt to reach you and your emergency people listed on your emergency form. If by 6:30 – 7:00 p.m, we have not received a response from you or your emergency contact people we will contact the Department of Social Services and the Police Department.

These policies represent our commitment to the safety of your child. Your child should feel at ease and safe by knowing when they may expect their parents to pick them up.

### ***Child Release Policy***

The provider can release a child only to the parents or legal guardian(s) of the child, or to individuals authorized to pick up the child whom the parents/guardian has listed on the **Child Release Authorization and Custody Information Form**. The provider may require any person who arrives to pick up a child to show proper identification. All persons authorized to pick up a child must be at least sixteen (16) years of age.

If only one parent has custody of the child and the other is not authorized to pick up the child the parent must instruct the provider of this fact, and provide us with a certified copy of the Court Order confirming that one parent does not have visitation rights.

If there is any change in the legal custody of the child while that child is in our care, the parents must immediately notify the school and provide a certified copy of the Court Order confirming the change in custody.

If an authorized person arrives at the school intoxicated or under the influence of drugs, in order to protect the child(ren) from any potential danger that could arise because of parent's condition, and to protect QTLC against potential claims it is the policy of the Center to take all reasonable steps to avoid releasing the child to a person in a drugged or intoxicated state.

Accordingly, if, in the opinion of the provider (QTLC), a parent or authorized person who arrives to drive the child home is in an intoxicated or drugged condition, the provider will:

1. Notify the other parent or guardian of the situation.
2. Ask the person to leave his/her car at the provider's facility and take the child home using another means of transportation, or offer to call another relative, friend or taxi (at the parent's expense) to drive the person and child home.

If a particular parent or guardian frequently arrives in an intoxicated or drugged state, the provider will notify the police department and also will alert other appropriate governmental authorities involved with the care of children (such as child protective services).

### ***Discipline and Suspension Guidelines***

Certain forms of school disciplinary actions are not always effective with all children. In some instances further steps must be taken to rectify the problems in the school and to bring these repeated problems to the parent's attention. Beyond behavioral issues the suspension guidelines also reflect the schools necessity to have parents follow the rules and regulations respectfully.

Please discuss with your family these behavioral guidelines before attending school.

In line with QTLC policies and procedures, the following items may result in your child's suspension or expulsion from QTLC:

1. ***Failure to comply to the school's Rules and Regulations:***
  - A. Incomplete records and out dated information e.g., contact information and phone number etc.
  - B. Health regulations and violations.
  - C. Tuition Contract: (failure to uphold financial obligations to the school, causing delinquency in excess of three weeks).
  - D. Behavior Modification: Three or more visits to the office in one week.
2. ***Deliberate destruction of school property and or destruction of another child's or staff's property.***

### ***Discipline and Suspension Guidelines***

Certain forms of school disciplinary actions are not always effective with all children. In some instances further steps must be taken to rectify the problems in the school and to bring these

repeated problems to the parent's attention. Beyond behavioral issues the suspension guidelines also reflects the schools necessity to have parents follow the rules and regulations respectfully.

Please discuss with your family these behavioral guidelines before attending school.

In line with QTLC policies and procedures, the following items may result in your child's suspension or expulsion from QTLC:

- 1. Failure to comply to the school's rules and regulations:**
  - A. Incomplete Records and out dated information e.g., contact information and phone number etc.
  - B. Health regulations and violations.
  - C. Tuition Contract: (failure to uphold financial obligations to the school, causing delinquency in excess of three weeks).
  - D. Behavior Modification: Three or more visits to the office in one week.
- 2. Deliberate destruction of school property and or destruction of another child's or staff's property.**
  - 1<sup>st</sup> Offense – Conference with parent and warning issued
  - 2<sup>nd</sup> Offense – Parent conference, suspension for 1 week & final warning
  - 3<sup>rd</sup> Offense – Conference with parent, expulsion from school.
- 3. For all 3 year olds and above, profanity or abusive language directed at the staff or another child.**
  - 1<sup>st</sup> Offense- Conference with parent, warning issues
  - 2<sup>nd</sup> Offense – Conference with parent, suspension for 3 days
  - 3<sup>rd</sup> Offense – Parent Conference 1 week suspension, final warning
  - 4<sup>th</sup> Offense – Parent Conference and expulsion from school.
- 4. Intentionally attempts to physically harm another child or staff member:**
  - A. Minor injuries:**
    - 1<sup>st</sup> Offense – Conference with parent, warning issues
    - 2<sup>nd</sup> Offense – Conference with parent, suspension for 2 days
    - 3<sup>rd</sup> Offense – Parent conference, 3 day suspension with final warning
    - 4<sup>th</sup> Offense – Parent conference and expulsion from school
  - B. Major injuries:**
    - 1. Stabbing** someone with a scissors/pencils/knife/paper clip, etc.
    - 2. Stabbing** someone casing a large wound
    - 3. Intentionally pushing** someone down and/or hurting someone in a manner that may cause broken bones.
      - 1<sup>st</sup> Offense – Conference with parent and suspension for 1 week with final warning (**Police will be called in**)
      - 2<sup>nd</sup> Offense – Conference with parent and expulsion from school (**Police will be called in**)
- 5. Inappropriate body acts:**
  - A. **Hitting** – causing injury to other children or staff (see#)

- B. **Biting** (skin broken) (3 years and older)
  - 1st Offense – (3yrs and older) Parent conference, warning issued
  - 2nd Offense – Parent conference, 3 days suspension, final warning
  - 3rd Offense – Parent conference, expulsion from school.
- C. **Kicking/Pushing** (see #4)
- D. **Discharges** (deliberately – spitting, urinating, etc) on another child or staff member.
  - 1st Offense – Conference with parent, suspension for 2 days
  - 2nd Offense – Conference with parent, final warning and suspension for 1 week
  - 3rd Offense – Conference with parent, expulsion from school
- E. **Exposing private parts of the body:**
  - 1st Offense – Parent Conference, warning issued – 2 day suspension
  - 2nd Offense – Parent conference, expulsion from school
- F. Cutting someone’s hair or pulling someone’s hair to expose scalp:
  - 1st Offense – Conference with parent, suspension for 3 days and warning issued
  - 2nd Offense – Conference with parent, expulsion from school
- 6. **Intentional Personal Touching:**
  - A. **Putting hands on someone else’s private body parts.**
  - B. **Putting hands inside someone’s clothes and touching their private body parts.**
    - 1st Offense: Parent Conference, 2 days suspension, final warning
    - 2nd Offense: Conference with parent, expulsion from school
- 7. **Bringing in, showing or distributing:**
  - A. **Pornographic** pictures, magazine and books
  - B. **Pornographic** explicit movies, music videos, CDs, tapes, records, cassettes, books and magazines.
    - 1st Offense: Conference with parent, suspension for 2 days and final warning issued.
    - 2nd offense: Conference with parent and expulsion from school.
- 8. **Habitually late in picking up child(ren)**  
Continual late pickups after 6:00 p.m. (e.g. 3 times in a 30 day period) result in a conference with parent and specific action will be taken, as determined by the Director and Accounting Department.
- 9. **Parent’s inappropriate behavior**  
Any parent acting inappropriately toward staff members and/or other child(ren), results in immediate action being taken as determined by QTLC Director (e.g., suspension and/or expulsion from school).
- 10. **Any continuous violation(s) by the parent(s) such as:**
  - A. Not providing updated phone numbers and contact information
  - B. Parking violations
  - C. Not signing your child in/out daily
  - D. Using abusive language in the building
  - E. Hitting your own child(ren) in the school or on property

1st Offense – Conference with parent(s) action will be taken by the Director of the school and may result in immediate suspension and/or expulsion of the parent’s student.

**11. Children with Contagious Conditions**

If your child is diagnosed with having a contagious/infectious condition, you must inform the school within 2 hours after the diagnosis has been made. A doctor’s note is required for your child to return to school. QTLC reserves the right to make all decisions concerning your child’s attendance in school at any time. Repeat violations (two) will cause suspension or expulsion from the school, to be determined by the Director of the school.

**12. Writing/distributing/sharing the following:**

- A. threatening letters/materials
- B. Love letters/materials containing threats
- C. Hate letter/materials
- D. Making threatening remarks to staff personnel/classmates and or other individuals associated with school

1st Offense – Parent conference, 1 week suspension, final warning

2nd Offense – Parent conference and expulsion from school.

**13. Children are not allowed to bring the following items to QTLC under any circumstance and may be expelled or suspended immediately if found in possession of:**

- 1. Prescription drugs or over the counter drugs
- 2. Drugs of any kind, e.g., cocaine, marijuana, narcotics, etc.
- 3. Mace
- 4. Explosive device(s) and/or any harmful chemical(s)
- 5. Any kind of food laced with chemicals and/or other toxic substance which can harm other people
- 6. Large size stones
- 7. Guns/Pistols toys/plastic, etc.)
- 8. Hammers, large size scissors, knives
- 9. Matches
- 10. Heavy metal chains
- 11. Heavy metal rods (similar items) that may cause injury to others
- 12. Any heavy object that can be used as a weapon
- 13. Screw drivers
- 14. Saw or any kind of cutting tools
- 15. Cigarettes, nicotine, cigarette lighters or any flammable fluid

1st offense – Parent conference, final warning issued and 1 week suspension  
**(police and other authorities will also be notified)**

2nd offense – expulsion **(police and/or other authorities notified)**

**Although these are guidelines, it may be necessary, depending upon the circumstances and severity of the incident or injury to bypass all of the above mentioned policy statements and take more immediate serious or severe actions. There may be offenses which are not covered in these guidelines; we reserve the right to take immediate necessary action.**

### ***Child Guidance Policy***

QTLC has accepted the challenge of creating a safe and loving environment in which age-appropriate learning and child care may take place. Major parts of this challenge are the child guidance procedures and their place in our program. The following guidelines comprise our child guidance philosophy:

1. NO corporal punishment/physical punishment shall be used.
2. Limits or behavior expectation that are developmentally appropriate shall be set.
3. All staff shall act with fairness and patience in implementing their child guidance procedures.
4. All staff shall use praise and encourage appropriate behavior and recognize that they, too, serve as role models for appropriate actions.
5. All staff procedures shall focus on the child's action rather than his/her personality. The duration of the punishment will be related to the inappropriate behavior.
6. Guidance procedures for inappropriate behavior shall include redirecting the child from one play area to another, limiting play privileges and using "time out".
7. "Time Out" shall provide the child with an opportunity to think about appropriate behavior. "Time Out" shall last one (1) minute per year of age, and be in sight of a teacher.
8. We shall not use guidance procedures that limit access to food, nap or bathroom privileges.
9. Parents shall be actively involved in the child guidance process.
10. All child guidance procedures shall meet the discipline guidelines set forth by the Maryland State Child Care licensing authorities.
11. The goal of our child guidance procedures is to help the child gain self-control through learning and modeling appropriate behavior.

Your child's health is important to us. An informal health check of each child is performed upon arrival each day by our staff. This informal check involves a quick assessment of the child's general state of health, skin, and discharges from the mouth, nose and/or eyes, and cleanliness. If we believe your child's health is a risk to himself/herself or to others, we will ask you to take your child home. If a child becomes sick during the day, we will isolate your child from other children for observation, and we may call you to pick-up your child. If you are called, please come immediately. We will often give you a list of symptoms observed and suggest that you call your child's pediatrician before you leave your place of work or home. If you cannot be reached, one of the other individuals listed in our files for emergency notification will be contacted to pick-up your child.

Children who are ill should be kept at home. Please do not bring your child to the center if:

1. They are too ill to play outside.
2. They have a fever.
3. They have a persistent heavy cough or thick yellow or green discharge from their nose.
4. It has been less than 24 hours since an episode of diarrhea or vomiting.
5. They have been treated less than 24 hours with antibiotics for any infectious condition.
6. They have contracted a communicable disease such as chicken pox and strep throat, etc. Child should come to school after the recommended incubation period has passed with a doctor's note.

We appreciate a call on the day(s) your child will not be in attendance or if your child contracts a contagious disease or condition.

We ask each parent to help us keep our center a safe and healthy environment for children.

### ***Medication***

At times it may be necessary for your child to receive medication at the center. For the protection of staff and child, NO medicine, including Tylenol, and any other over the counter medicine and prescription medicine, will be given without written instructions to administer the medication from your child's physician. A form for your physician's use is available in the office for your convenience. Medications will only be administered to those students with a completed authorization form on file. Please consult the administrative office for specific instruction regarding the administration of medication.

### ***Illness at the Center***

Should your child become ill at the center, he/she will be kept away from other children and you or your designee will be notified. When notified, please make every attempt to pick your child up from the center within an hour. (See suspension guidelines).

***Immunization:*** QTLC will NOT admit children without current immunizations. A record of those immunizations must be signed by a physician and submitted to the office to be kept on file. As children mature, immunization requirements change. Please monitor immunization requirements.

### ***Accidents and Injuries***

Children are active in their play and sometimes this activity leads to scrapes, cuts, bumps and bruises, despite our best efforts to prevent them. QTLC maintains first aid supplies located in the administrative office. Each classroom has at least one staff member with first aid training on duty during all hours of operation.

If our child sustains an injury at the center, parents will receive a written report of the circumstances surrounding the accident with an account of the first aid rendered. This report will be available to parents before they go home on the day of the accident. In the event of a serious accident, parents will be notified immediately and emergency 911 personnel will be contacted if needed. For this reason, it is of utmost importance that we be notified immediately of any change in home, work and emergency telephone numbers.

### ***Health Concerns***

Illness: Children with symptoms of illness (fever, headache, sore throat, etc) should not be sent to school. The school is not equipped to provide treatment or care for a sick student. If a student becomes ill while in school and/or after care, a parent will be notified to pick up the student immediately.

- **Chronic Illnesses:** For students with special medical needs (e.g. allergies, diabetes, etc.), parents must send a written statement as to what medications the student is taking and what might be done in an emergency. This statement must be signed by the parent, and given to the teacher and the school office.
- **Medications:** If a student must take prescribed, or over the counter medication during school hours the school must have on file a completed "Authorization to Administer Medication" form signed by the doctor and parents, with legible medication instructions. This form is available in the school office. Medications will only be administered to those students with completed authorization on file.
- **Communicable Disease:** Please notify the school office if your child has a communicable disease so the school can inform the other parents. Students who experience a communicable disease (e.g. measles, strep throat, ring worm, etc.) must be given proper medical care.

### ***First Aid***

Faculty and staff provide only basic first aid for minor bruises and scrapes. If a more serious injury is indicated, parents will be notified immediately. The school will take necessary actions and precautions for the comfort of the injured and the prevention of further injury. In case of an extreme or particularly painful injury or medical condition, the school will call for an ambulance and parents will be notified immediately.

### ***Fire Drills***

Fire drills are conducted periodically during the school year for the safety of the students. Such exercises are conducted under various conditions so staff and students can respond wisely, but instinctively, in an emergency.

### ***Emergency Contacts***

In order for the school to contact parents in cases of emergency, it is imperative that we maintain current information, including unlisted numbers. Please notify us of all changes in any of the following information: telephone and pager numbers, addresses (at home and at work), name of doctor, hospital preference, and the name and telephone number of a friend or relative to call if you can't be reached.

### ***Child Protection***

An operator, staff member, substitute, volunteer, individual residing on the premises of the center, or anyone connected with the center may not subject a child to child abuse, neglect or injurious treatment.

Reporting:

1. Any staff member who has reason to believe a child has been:
  - a. Abused in the center or outside of the center shall report that belief directly to the protective services unit of the local department or to a law enforcement agency, as required under Maryland law.
  - b. neglected in the center or outside of the center shall report that belief directly to the protective services unit of the local department as required under Maryland law.

### ***Parent Volunteer Committees***

Various volunteer committees will be formed throughout the year to meet the needs of students.