

Toddler U

Parent Handbook



WE LOVE  WE LAUGH  WE LEARN

Policies and Procedures

Mission Statement

Toddler U. LLC offers the opportunity for each child to develop physically, socially and cognitively according to their individual learning style. Each child is considered unique in temperament and in their rate of development. Our curriculum is planned to enhance and challenge each child's distinct individual needs, interests and abilities. We have found that activities and relationships occur in a healthy, positive and relaxed environment and our well qualified staff strive to provide personal attention, guidance and nurturing to each child.

WELCOME!

My name is Dawn Mynaugh and I am the owner and director at Toddler U. I have over 20 years of experience. I am proud that you have chosen to bring your child to Toddler U – which is a licensed State of Maryland Child Development Center. You'll find nothing but the best at TU, beginning with the TU facility itself. The TU classroom is a huge, colorful classroom with lots of sunshine and the outdoor space is large and offers safe and fun equipment for your child to climb, slide, ride on a roller coaster and more. The TU curriculum is MSDE approved and features daily stimulating preschool activities as well as homework twice a week — just like the big kids!

TU also offers several enrichment classes such as bi-weekly Spanish, music and gymnastic classes. We also offer Mad Science classes, visits from the Nature Center and we participate in the Baltimore County Read Rover Program. You'll find that Toddler U offers your child an opportunity to explore and engage in several different developmentally appropriate activities such as art experiences, indoor play, outdoor play and occasional outings.

I am confident that you'll find that Toddler U is designed to offer the best of both worlds. I provide a preschool classroom in a 'home—like environment.' I look forward to sharing in your child's preschool experience and I will listen to any suggestions that you may have regarding my program; however, everyone's full cooperation is expected and essential for this program to succeed.

Please read over this handbook carefully. I'll also provide monthly newsletters so you can stay informed of all activities. If you have any questions, please feel free to ask. It is my goal to provide this information in an attempt to eliminate any confusion as well as to provide you with a guideline for your child's preschool experience at Toddler U. I hope this information will give you a little peace of mind as you and your child embark on a new and exciting learning experience.

Sincerely,
Dawn Mynaugh

Forms and Notices

All necessary forms such as but not limited to: emergency notification cards, enrollment agreement, health records, etc. must be completed prior to your child attending Toddler U.

Please keep all monthly newsletters handy for the entire month to keep track of school related activities and closings.

Child Pick-Up

NO ONE — other than the authorized persons from your list will be allowed to pick up your child from Toddler U. Additionally, I must know in advance if someone else will be picking up your child and this person must present proper identification to me, such as a pictured driver's license. Otherwise, I **WILL NOT** release your child to them.

Should this situation ever arise, I will attempt to reach you or another responsible person by telephone so that an alternative arrangement can be made. Please do not ask that I deviate from this policy as I **WILL NOT**. This policy is in place for the safety of your child!

Dress/Clothing

As long as weather permits, the children will participate in outside play. It is important to dress your child appropriately so that he/she may enjoy their outside play time.

In addition, ensure that your child has a complete change of seasonally appropriate, size appropriate clothing.

Label ALL articles of clothing that your child brings to Toddler U.

Diapers

For children who are still wearing diapers, parent(s) must provide enough diapers and wipes for use by their child.

Toys from Home

TU provides lots of educational and stimulating toys. Please do not allow your child to bring ANY toys from home to school except on show and tell days. TU cannot be responsible for toys brought from home. If your child brings home a toy owned by TU, please return it promptly so that all the TU children may enjoy it.

Food from Home

Please do not bring any food from home unless it is a holiday or birthday celebration.

Payments and Late Payments

Tuition fees are to be paid every Friday afternoon for the following weeks attendance. You will be responsible for payment of your weekly contract rate as well as any additional attendance costs. Activity fees will be due at the beginning of each month.

There will be a late fee of \$10.00 for each day that the payment has not been paid as scheduled.

A service charge of \$50.00 will be charged if your check is returned by the bank for any reason. In the event a check is returned for any reason, all future payments must be made in cash.

Early Drop-Off/Late Pick-Up

An additional fee of \$5.00 per 1/4 hour or portion thereof will be charged for any drop-off before 7:15 am or any pick-up after 5:00 pm unless other arrangements have been agreed upon between TU and the parents.

Deposit

A non-refundable deposit in the amount of one-week security deposit shall be required to hold a spot for your child at TU. This deposit shall be applied to your child's first week of service.

Spots may be held for an extended period of time with a one-week non-refundable deposit. However, if the parent(s) decide not to enroll at TU, they must provide 60 days of written notice prior to the child's scheduled date of enrollment. If 60 days' notice is not provided or the parent(s) decide not to enroll at TU within 60 days of the child's scheduled date of enrollment, the parent(s) will be responsible for the first 30 days of tuition at the contracted rate.

Provider's Illness and Vacation

If I am not available due to an illness and/or emergency, I will notify you as soon as possible so that you may make other child care arrangements for that day. Any sick time that I use shall be deducted from my yearly personal leave accrual.

I shall receive two (2) weeks of vacation each year. One week will be a paid vacation and the other week will be a non-paid vacation. I shall also receive seven (7) days of paid personal leave every year.

Holidays

Toddler U will recognize the following holidays and will be closed. Full payment will be required for these holidays.

New Year's Day	Memorial Day	Day After Thanksgiving
Day after New Year's Day	Independence Day (July 4 th Holiday)	Christmas Eve
President's Day	Labor Day	Christmas Day
Good Friday	Day Before Thanksgiving	December 26 th through December 30 th
Easter Monday	Thanksgiving Day	New Year's Eve

INCLEMENT WEATHER DAYS

Full payment is required for closure due to inclement weather including but not limited to snow days. TU follows the Baltimore County School System Snow Policies. In terms of early closings due to inclement weather, TU will attempt to stay open for the remainder of the day. However, TU reserves the right to close early should weather conditions warrant.

Full payment is also required for your child's sick days and vacation days.

SCHOOL-AGED CHILDREN

If any of your other school age children have off from school for any holiday or snow day(s) and you wish to enroll them at TU for the day, please notify me as soon as possible as space is limited. If space is available, there will be an additional charge of \$45.00 per child per day, which will be added to your regular weekly fee.

Withdrawing Your Child

The parent must provide thirty (30) days of written notice to the provider prior to the child's final day of enrollment at TU. Should the parents withdraw their child without thirty (30) days' written notice, parents will be responsible for payment in full for thirty (30) days of tuition fees. Should court action be required to collect said tuition, parent(s) shall be liable for the payment of all related costs, to include all reasonable attorney fees and court costs related to the collection activity.

Termination Clause

Either party may cancel this enrollment agreement without cause.

TU reserves the right to give any enrolled child 30 days' notice. If TU gives your child 30 days' notice, the parent(s) are responsible for 30 days of payment even if the parent(s) choose to leave TU sooner. If the parent(s) fail to provide such payment, then the parent(s) shall also be liable for all reasonable attorney fees and court costs related to any collection activity.

TU reserves the right to immediately terminate any child who at the center's discretion cannot adjust to the program or cannot interact well with the other children. While instances such as this are rare, such terminations are for the well-being of not only your child but the remaining children at the center.

Illnesses

To make sure illness does not spread to other children, sick children may not be brought to school. When the parent keeps the child at home, please contact the provider via telephone as soon as possible. Per Health Department regulations, no child may be admitted with the following symptoms:

Rash fever (99 degrees or higher)
colored discharge from nose
discharge from eyes and/or ears
diarrhea, hacking cough, vomiting or
any other communicable disease.

Your child must be clear of all symptoms for 24 hours prior to be allowed to return back at TU.

If your child arrives with the above symptoms, they will not be permitted to stay at TU. If the child develops any of the above symptoms during the day, the parent(s) will be notified and expected to pick-up their child.

Should an emergency occur and either the parent(s) or the parent's alternates cannot be reached, I will use my own judgment in seeking appropriate medical attention for your child.

Medicine

Under Maryland State Law, no medication can be administered to your child unless a Physician's Medication Form accompanies it. This includes prescription and non-prescription medications. Your child's name, the date and instructions for its use must be on the label and the medication must be in its original container.

You must give your child's first dose of medication prior to their arrival at TU.

Please bring your child's medicine in a bag and ensure that the bag has been clearly marked with the following: your child's name, the time the medication should be administered, the amount of medication to be given and where the medication needs to be stored.

First Aid/Medical Treatment

The staff of TU will administer first aid and/or obtain medical treatment in the event of any emergency and/or injury to the child. The parents agree to pay all expenses incurred for such medical treatment and to hold TU and its staff members harmless from any and all liability relating to such medical treatment.

Field Trips/Transportation

Toddler U will provide transportation to and from outings and field trips in the TU truck. The parent(s) must provide a signed permission slip for each event. Parents must provide a car seat for their child. If the parent does not provide permission, they assume responsibility to provide alternate care as well as the regular tuition payment.

Additional parent chaperones are required for field trips. However, parent(s) do not need to attend every field trip. Consider alternating with your spouse so that they can enjoy these experiences as well. Field trips give the children a chance to expand their learning experience into



the community and are a valuable part of the program. Without parent(s) assistance, the provider will not be able to schedule field trips for the children.

Parent Participation

Parents are encouraged to be active participants in their child's preschool experience. Several opportunities will be made throughout the year for parents to participate.

Birthdays

Parents are welcome to celebrate their child's birthday at TU. Parents may bring in activities, food and/or lunch for the TU gang for a few hours in the morning. Please inform TU of your plans in advance.

Photography

Photographs of the children engaged in daily TU activities and/or field trips will be taken to document the TU experience and may be posted on the TU Facebook and/or website. Parent(s) who DO NOT wish to provide permission for use of their child's photographs or images must submit this request in writing.

Acknowledgement of Receipt

The Parent Handbook was issued on _____.

I have read and reviewed the policies and procedures outlined in the Parent Handbook.

By signing below, I acknowledge receipt of the handbook and agree to by the terms and policies outlined in the handbook.

****There is a 4-week trial period during which either party can terminate the contract.****

Parents Signature

Date

Parents Signature

Date