



# Parent Handbook

Visions and Dreams  
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<http://www.visionsanddreamslc.com>

Dear Families,

Welcome to Vision and Dreams. On behalf of the staff, I would like to welcome you and your child to our center.

We are an outreach center, seeking to develop and build each child's self-esteem, and to promote learning in an environment of love, acceptance, discovery and exploration.

Our staff works to develop a curriculum that will enable each child to develop socially, emotionally, and intellectually into a unique child.

The curriculum from which we draw our activities is, Creative Curriculum for Early Childhood.

We look forward to working with you and your child here at Vision and Dreams. Please feel free to contact me with any questions or concerns you may have, at any time.

Sincerely,

Stephanie Ramos  
Director



# EDUCATION AND CLASSROOM PHILOSOPHIES

## **OUR EDUCATION MISSION & PHILOSOPHY**

Vision and Dreams is to provide affordable quality educational childcare and services to the surrounding community. We incorporate developmentally appropriate activities for cultivating school readiness, social and emotional interaction and growth for children. Our trained and qualified teachers support interests as a motivation for learning. Our teachers foster a love of curiosity, learning, and self-direction while nurturing and developing the whole child. We carefully selected the “Creative Curriculum” which allows our teachers to expand the learning experience by incorporating the children’s unique needs and interests.

Vision and Dreams is set up to promote your child’s success and provide you with a peace of mind that your child is receiving quality education and care. Vision and Dreams is designed to be a place where your children can learn through play. When properly supervised and directed, it will assist children in learning how to cooperate, care for others and develop their own creative potential. Children are naturally curious and motivated to learn. Your child is given many opportunities to experiment with different methods or ways including water, sand, paint, clay, and play dough. Through play the child will make her own discoveries about the nature of what is real and what is not. Imaginative or pretend play is encouraged within the child. Pretending is viewed as a way of developing a system of symbols to stand for real events and as a way of learning to take a different point of view.

Our teachers and staff believe in establishing partnerships with their parents to maintain open lines of communication to ensure the best needs are being met for their child. Our first program goal is to recognize that children’s ways of learning are categorized by distinctive learning styles. Many children are visual learners. They perceive a sense of the objective by seeing the teacher demonstrate a lesson or showing objects to be used in a game. Some children are auditory learners. The concept or information presented is channeled through hearing the information, then acting on it. Still, other children’s learning takes place through kinesthetic or tactile (hands-on) learning. These children learn through hands-on manipulation of objects or learning materials and only after sensory stimulation of the lesson or game does the objective become apparent. Our learning plans target these different approaches.

## **NON-DISCRIMINATION POLICY**

The U.S. Department of Education (USDE) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national or origin, age, disability, sex, gender identity, religion, reprisal, and applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program activity conducted or funded by the Department. (Not all prohibited based will apply to all programs and/or employment activities.

## **CHILDREN WITH SPECIAL ACCOMMODATIONS/ INDIVIDUAL EDUCATION PLAN**

Applications for enrollment are accepted without regard to race, religion, gender or national origin. We accept children with disabilities and special needs based on our ability to meet their needs and will make “reasonable accommodations” based on the recommendations of the child’s healthcare provider and family. Upon enrollment, we introduce your child to the assigned classroom and teachers. You should review this Family Guide so that any questions you might have may be answered prior to your child attending. We require that all enrollment forms be completed and turned in on or before your child’s first day. Your child’s health assessment, including immunization and medical records and proof of birth, must accompany the enrollment forms. We act in compliance with the American with Disabilities Act and other applicable federal, state, or local laws pertaining to the provision of services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff. We will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs. We will make no assumptions concerning any individual’s abilities or disabilities and will make an individual assessment to determine if we can meet each child’s need in our group child care setting.

## **The Classroom Environment**

Our school environment is clean, safe, surveillance monitored and well planned. All instructors meet or exceed state requirements for staff qualifications.

The programs at Vision and Dreams include the infant class through the school aged class. We make a concerted effort to place all children in appropriate classrooms and provide activities and learning experiences specially designed for each child’s needs and abilities. As your child continues to grow, the time will come for him or her to transition up into the next classroom. You will be notified and plans to transition your child will begin by allowing him or her time in the next classroom to become comfortable with the teacher, children and routine.

### **Infant Room**

The Infant room at Vision and Dreams has been arranged so that the individual schedules of the children may be accommodated. Each infant has an individual crib and also the opportunity to interact with the world around them. The staff members initiate “baby games” and “baby songs” with the children. Hours of operation for the infant program are 6:30a.m. until 6:00 p.m. We are unable to “hold spaces” without a fee during summer months or at other times due to our limited enrollment and program costs.

### **Preschool**

The Preschool program hours are 9:00 a.m. until 3:00 p.m. with before and after care available from 6:30 to 9:00 a.m. and 3:00 to 6:00 p.m. The Preschool program follows a developmentally appropriate philosophy. Curriculum is drawn from "Creative Curriculum" which is kept on file in the director’s office and may be examined by request. Physical, social, emotional and academic aspects of child development will be woven throughout the activities of the day. Arts and crafts activities are developed to support themes & units as well as encourage self-expression and creative effort. Daily periods of supervised free-play and outside play are scheduled that allow the child to master a variety of skills. All children must be potty trained to enter the preschool classes.

### **School-Age Full Day**

On days when public schools are closed for in-service days, conferences and holidays, which are not observed by Vision and Dreams, school aged children may attend for the entire day. Exceptions to this would be snow or emergency closings and the holiday schedule herein described. Sign-up sheets will be provided for those days.

### **Outdoor Playground**

An outdoor playground is provided for enrichment activities, fitness using large motor skills and for the enjoyment of the children. Outdoor equipment will provide opportunities for pulling, lifting, constructing, bouncing, rocking, running, jumping and digging. When the weather permits, the children play outdoors in the morning and afternoon each day. Daily schedules are specific to each classroom. Classroom schedules remain flexible enough to allow for spontaneous interests in the innovation of the group, but provide a structure for the day's activities. Children will need appropriate outer wear as outdoor activities are scheduled year round. Children who are unable to participate in outdoor activities should not plan to attend school.

## **HEALTH AND SAFETY**

This center provides day-to-day responsibilities to all of our staff to ensure that the health and safety of our children and staff are in compliance with the Maryland state rules and regulations governing child care centers by providing the following:

- Adequate control of health and safety risks arising from work and play activities by daily checking the classrooms and playgrounds before use.
- Provide staff with a day-to-day advice and supervision on occupational health such as, use of equipment, stools, or hanging objects.
- Provide adequate training to ensure staffs are competent to do their work.
- To implement emergency procedures-fire drills and emergency evacuation plans.
- To maintain safe and healthy working conditions.
- Health and safety Posters are displayed throughout the building to include hand washing procedures, running in the building, flu sneezing charts, diapering procedure, toileting, and other posters and charts as needed.
- Emergency procedures and charts to follow in case of evacuation and fire drill plans posted in each room and at the doors.
- First aid medical boxes are in every room and in the kitchen. An emergency packet is located in the office.
- Maintaining a clean environment with well-lit classrooms and hallways.



- All staff must have CPR/First Aid certificates and they must be current.
- Most of our staff personnel hold medication certification.
- Food handling and feeding policy is part of our Health and Safety Plan, no one with a known infectious virus will be required to come to work until a doctor permission slip is given.
- Safe and clean water fountains are accessible to children and will be offered to children who are over 2 years of age after each meal.
- Bedding and cots are cleaned daily and parents are responsible for taking home the sheets and other covers.
- Training is required of all new staff and volunteers, who must go through an orientation phase of the goals and philosophy of our center, including regulatory requirements.
- A written performance evaluation is required annually.

## **FAMILY INVOLVEMENT AND COMMUNICATION**

### **CHECK IN POLICY**

For the safety and security of every child, all children must be signed in and out by a parent or an individual who has been specifically authorized by you. (There's a place for this on our enrollment form.) Everyone must have an access code to enter, so be sure you do not allow unauthorized persons to enter the building behind you. All children should be escorted through the parking lot and to and from their classrooms every day. This gives you a chance to check your child's cubby and the family board for upcoming events as well as speak with the teacher for any additional information. Those who are authorized to pick up your child must present picture identification before the child is released to them. Older children (anyone under 18 years of age) may not sign themselves or their siblings in or out. If custody is an issue, please provide a copy of the notarized court order so we can follow the correct legal course of action.

### **OPEN DOOR POLICY**

Our goal is to collaborate with you to ensure your child has the best experience possible, so we encourage you to visit any time and join us in our activities. Families are the most significant people in each child's life. Because you know your child better than anyone, we depend on you to help us learn about your child, starting with your initial visit when we gather information from you. We seek your active involvement and input in the school's programs, particularly in ensuring your child's progress, and also to assist us in determining program goals and improvements.

Special opportunities will be offered throughout the year for parents to participate in holiday preparations, field trips, fund raising projects and other special events. We plan to schedule a clean-up day in the fall and in the spring and will ask for volunteers to help with playground cleanup, small repairs, etc. Food and fun will be provided.

## **SCHOOL VISITORS (due to COVID -19 visits are no longer allowed)**

Families are invited to observe or visit classes at any time. All visitors will need to stop by the office first. Visits are limited to 20 minutes. Children not enrolled in our program may not visit classrooms.

## **FAMILY-TEACHER CONFERENCES**

We offer family-teacher conferences twice a year the Late-Fall and Mid-Spring. At our family-teacher conferences, we share with you your child's interests, progress and any other questions you may have regarding our programs. We hope you will take advantage of these opportunities to visit with the teacher to discuss your child's interests and progress. When we have a parent teacher conference, our families are informed by several ways: Our Monthly Newsletter, on the parent message board, in the teacher's classroom, on the Procure software system and also on our website. Sign up sheets will be posted on the parent board inside each classroom. Parents may select a time that is best for them. If none of the times work for you our teachers will accommodate your schedule. If at any time you or your child's teacher would like to schedule an additional conference with your child's teacher, please ask.

## **COMMUNITY RESOURCES**

If you are interested in family education opportunities specific to the needs of your child, we will be happy to share information with you regarding what community services are available in your area.

## **NEWSLETTERS**

In effort to keep you informed of what we are doing at the school, we publish and distribute monthly newsletters with important information about child development issues, home activities, and information about the curriculum. We also announce upcoming activities and events, as well as introduce new teachers. Newsletters are placed in each child's cubby/mailbox. Parents should check their child's cubby each day at pick-up time so that he/she will be apprised of current events. In addition, you will notice a variety of flyers in the school with information on special events, programs, and reminders. Newsletters are made available to all parents of enrolled children.

# **ENROLLMENT AND TUITION GUIDLINES**

## **ENROLLING YOUR CHILD**

When enrolling your child with us, you are required to complete the ALL required forms. These forms give us vital information about your child so we can provide the best possible care. It is imperative for your child's health and safety that all forms are accurately completed and submitted to management for review *before your child's first day*. There will be other state-specific forms that must be completed as well.

Within your enrollment forms, you will be asked for telephone numbers where you can be *immediately* reached. Please notify us as soon as any of these numbers change. For your child's health and safety, we must be able to quickly reach you while your child is in our care. You will also be required to provide us with the names and telephone numbers of at least three other persons that you authorize to pick up your child from school.

## **ALL REQUIRED FORMS MUST BE COMPLETED:**

- Two-Part Health Form, Lead Addendum, up-to-date Immunization Record, Emergency card, OCC flyer, Behavior agreement, and signed
- Parent Handbook Agreement.
- A signed and dated enrollment agreement must be on file.
- Children must meet age requirements for each class. The cut-off day for 3's, and 4's students to enter in their age group, is September 1st. Infants must be at least 6 weeks of age. Children registering for the Two's class must be 24 months old at enrollment.
- We may reserve the option of recommending a child with a late birthday be placed in a class that might better meet his/her need

### **Order of Enrollment**

All students are accepted on a first-come, first-served basis during open enrollment.

### **Acceptance of Enrollment**

Acceptance of enrollment is dependent on completion of information received during interview with parent and child, and whether or not our center can accommodate the needs of the child

### **DROP IN CARE**

Drop-In and Backup Care Vision & Dreams offers drop-in care to existing families with siblings or previously enrolled families and back-up care to our strategic partners. These families are subject to all Vision & Dreams family polices and must have minimum state-required paperwork on file.

### **TUITION**

While completing the enrollment registration forms, you will be asked to sign an Enrollment Agreement that explains the terms and conditions of enrollment and our fees. In addition to tuition, we require a non-refundable annual registration fee.

- *Tuition is due each Monday.*
- *A non-refundable activities fee is due for all children attending the Summer Program, before the first day of the summer program.*
- *A non-refundable activities fee is due for all children attending the Summer Program, before the first day of the fall program.*
- *Families wishing to re-enroll their child/children must be current with no outstanding balances.*

## **TUITION PAYMENTS**

- The tuition agreement (Schedule of Fees) given to you with the enrollment packet outlines the times and days of the week.
- your child attends and the tuition charged. Tuition is due the first day of each week and a \$35



late fee is charged if payment.

- is not made by close of business on Wednesday. Tuition for monthly payers is due by the first business day of the month. A \$35
  - late fee is charged if not paid by the close of the second business day of the month. In addition to late fees, services may be interrupted until payment in full is made. Families receiving state or federal funding are responsible for applicable charges as per agencies contract. Payments are due in advance (Monday) of the week of care. Payments are credited to charges on your account; in the order charges are listed.
- A late fee is added to any account with a balance owing on Wednesday mornings.
  - Statements will be given on Tuesday for any account with a balance due.
  - If payments are not received by Friday of the week of care, **children may not be allowed to return to school until balance is paid in full.**

## RETURNED CHECKS

Due to the excessive cost required to process returned checks we require the following fee schedule:

1 <sup>st</sup> returned check	\$35
2 <sup>nd</sup> returned check	\$50
3 <sup>rd</sup> returned check	\$50 and we will no longer accept personal checks. Payment will need to be made by money order or cashier's check.

## LATE FEE POLICY

Visions and Dreams Learning Center New Pandemic hours are 6:30AM to 6:00PM. \$2.50 per minute is due to any child being picked up after 6:00 p.m. The late fee increases after 15 minutes to \$3.50 a minute, per family.



## WITHDRAWAL AND TERMINATION

### WITHDRAWING YOUR CHILD

If you decide to withdraw your child from our care, you're required to give us a *two-week*

notice. If notification is not provided, you will still be responsible for all tuition and fees for the two weeks, whether your child is in attendance. After you have withdrawn your child, he or she will only be eligible for readmission based upon space availability and if all other enrollment criteria are met. If an outstanding balance existed when your child was withdrawn, you must bring your account current before we can consider you for re-enrollment. If your child is eligible to re-enroll, you must pay a non-refundable registration fee at the current rate.

## **DISENROLLMENT**

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class, and the well-being of everyone at the school. Every effort will be made to correct a situation before a final decision is made (i.e. moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along, or other interventions).

Disenrollment may be in result of the following:

- Abuse of other children, staff, or property by child or parent/guardian.
- Continue violation of policies by child or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- Disruptive or dangerous behavior by an individual identified as an authorized or emergency pick-up person.
- The school's inability to meet the child's need or the parent or guardian's expectations.
- Repeat late pick-ups.
- Non-payment of tuition.

This is a partial list and we reserve the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

# OPERATIONAL POLICIES

## **DAYS OF OPERATION**

Our school is open Monday through Friday, 6:30 a.m. to 6:00 p.m. all year long. We are closed in observance of these holidays each year:

*New Year's Day*

*Martin Luther King, Jr. Day*

*President's Day*

*Memorial Day*

*Independence Day*

*Labor Day*

*Thanksgiving Day*

*Christmas Day*

*Columbus Day*

*Early closures include:* • *New Year's Eve (two hours early)* • *Thanksgiving Eve (two hours early)* • *Christmas Eve (1 p.m. closure)*

*Professional development closures include:* *Columbus Day, President's Day*

Children will need to be picked up so that your family can leave the center by 6:00 p.m. When picking up your child in the evening, please allow adequate time to gather all their belongings, etc.

## **SNOW DAYS AND EMERGENCY CLOSINGS**

In the event of an emergency early dismissal, we require parents to pick their child up by 4 P.M. or earlier if emergency condition deem necessary.

We also post our centers emergency information regarding early dismissals and closings to the weather Center on Channel 7. When unusual weather or emergencies occur, please check with the center's office for updated information.

### **Emergency Evacuation**

Should an emergency occur that requires evacuation of the school, you will be notified as soon as possible and asked to pick up your child. To prepare your child for such an event, evacuation drills are held regularly. If such a drill or emergency occurs while you are at the school, we request that you follow our procedures and evacuate the building immediately with the children. This helps reinforce proper responses for the children. The school administrator will give you specific information related to the evacuation, natural disaster, and lockdown emergency procedures.

## **DROP-OFF AND PICK-UP PROCEDURES**

Children must be signed in/out by the parent, on the Sign-In/Out sheet. The sign-in/out sheet is a

required form by Child Care Administration and is a legal form. Do not allow children to sign in or out. Each day when you bring your child, sign the time that you arrived and initial on the Sign-In sheet.

Children may not sign themselves in or out, only adults are to sign in or out. If anyone other than the authorized person is to pick up your child, this must be communicated in writing to the staff. We cannot release your child to an unauthorized person. Always let the teacher know that you have your child and are exiting the building or leaving the playground.

### **CLASS SIZES**

The following staff child ratio is maintained for each of these groups.

Infant/Toddlers	1:3	Two Year Olds	1:6
Three/Four Year Olds	1:10	Kindergarten & B/A	1:15

### **SUMMER PROGRAM**

The childcare program operates 12 months of the year. However, during the summer months, a more camp-like atmosphere and program will be instituted. The day will be less structured, more informal and allow for more outdoor activities. Participation in movies, picnic, field trips and other special events may be included in the summer schedule of events. Fees may be passed on to the parents to cover the expenses of some of these special activities.

### **FIELD TRIPS AND ACTIVITIES Transportation**

Transportation is provided to and from a child's elementary school and field trips only with written parental permission. Drivers are trained in CPR/First Aid and all procedures for transporting children. Vehicles used for transportation meet the safety standards set by DMV and are kept in good condition. State statutes about safety belts and child restraints are followed. Children are required to adhere to safety control standards such as buckled seatbelts and always remaining seated. We reserve the right to deny transportation service to children behaving in an unsafe manner during transport. When transporting, the safety of all children is our primary concern. We reserve the right to interrupt bus transportation to and from other schools during the school year and alter transportation routes as needed. Children are expected to participate in all scheduled events unless parents have made other arrangements with the office or the child will not be attending that day. On days that field trips are scheduled, children are expected to attend the field trip.

### **TOYS**

Generally, we ask that children do not bring toys from home. No guns or other toy weapons are ever allowed. Books, records, and objects of nature are always good choices for sharing with the class. Please place "Show and Tell" items in a labeled bag.

### **BIRTHDAY PARTIES**

Speak with your administrator about your child's birthday or other special occasions when you wish to provide a special snack and/or beverage. We encourage healthy treats, keeping in mind local health regulations governing what foods may be brought into our school. To protect the children in your child's classroom who have food allergies, you must coordinate your celebration with your administrator. If you wish to celebrate your child's birthday in class, give the teach advance notice so that she can allow for extra time in the schedule. Please do not

bring gifts to unwrap as this is an activity better suited for home parties. Due to safety concerns children may not be given balloons, requires that food brought into a school must be store-bought NOT homemade.

*Invitations for off-site parties MUST go through your child's teacher. We do not allow children to hand out invitations; this stops the teasing and the hurt feeling of the other children who may not have been invited.*

### **SPECIAL CELEBRATIONS**

Parents signing up as helpers for class celebrations will be asked to help provide treats, help with set-up, and clean-up. Requests for reimbursements on items purchased for school activities **must** be turned in within 2 weeks of the purchase date and must be approved through the office in advance of the purchase.

### **FAMILY VACATIONS**

Children are also eligible for a vacation credit (five consecutive days) on the enrollment anniversary for each continuous year of attendance. This credit is to encourage families to spend time together. While using the vacation credit, your child may not attend the school. After families have attended our program for a full year, we offer the opportunity for full-time year-round students to receive a 1-week vacation- time off with no fee charged. Students must be two years old and above to qualify for vacation credits. Days must be taken consecutively. This opportunity is available once each 12 months.

**Vacation credits will not be given on accounts with past due balances.**

### **DISCIPLINE, BEHAVIORAL GUIDANCE AND SPECIAL NEEDS**

Children are expected to comply with the school rules. The staff has the responsibility to set up the environment to encourage cooperation and sharing, growing, and learning. We ask that you discuss with the Director any special needs, behavioral problems, or concerns you have about your child. There are times when children may endanger themselves or others by their actions. Due to these actions, specific behavior guidance steps have been set up.

Logical consequences are established for the problematic behavior. A child who throws or damages a toy, for example, may be asked not to use that toy for the play period in question.

The teacher will use a brief statement of the problem behavior, the fact that it is unacceptable, and offer an acceptable alternative.

At times, a child may require time to himself to calm down and redirect his thinking. When *relax time* is given, the child remains within sight of the staff. In preschool and the younger classes, we go by the accepted rule for “relax time” of no longer than the age of the child in minutes (i.e., for a 4-year-old, 4 minutes). Children in 1st through 5th grades may be asked to spend more time to work out a solution to problems that come up repeatedly.

Vision and Dreams complies with all federal, state, and other relevant laws which prohibit corporal or abusive punishment in a childcare setting. Additionally, staff is expressly prohibited from using unproductive, shaming methods of punishment.

Vision and Dreams believes that parents and staff must work together to address persistent behavioral issues such as biting, unusual or dangerous aggression or other issues. Parents will be contacted for a conference when a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behaviors.

Children who cannot adjust to the group environment, benefit from the program offered, or endanger the safety or the wellbeing of others may be dismissed from the center. Children who are physically aggressive toward staff may face immediate dismissal. The dismissal process will be reviewed by the School Board.

### **REPORTING SUSPECTED CHILD ABUSE**

State law requires that the childcare workers report suspected child abuse directly to Child Protective Services.

In keeping with state law this report remains confidential. Once a report has been made, the entire matter is out of the hands of the school and any further questions should be referred to Child Protective Services. If your child has sustained multiple bruises or injuries that might cause suspicion of abusive conditions, it is advisable to provide written explanation of these injuries to the staff when you bring the child to school.

### **MEDICATION, ILLNESS AND EMERGENCIES**

Several of our teachers and administrators have received medication administration certification by MSDE/OCC Nurse Instructor. Prescription and over the counter medication can only be administered to a child when a "Medication Order Form" has been filled out and filed with the center. It must include dates on which the medication is to be administered, times of administration, and be signed by the parent and the doctor. Medication must be administered according to the licensed health practitioner's written instructions on the label of the medication. All medications must have the child's name on it.

It is our intent that no sick child can attend the center. We cannot admit a child with a fever, contagious disease or infection, a severe cold or cough, diarrhea, or other illness. If a child has had a fever during the last 24 hours, please do not send them to school. Parents will be contacted by a staff member if a child is ill. If a child is registering a temperature of 100.0 degrees, this is defined as a fever. Temperatures will be taken either oral, under the arm or with a thermo-scan (in the ear). Parents are expected to respond in a timely fashion, by picking the child up within an hour or less. If unable to reach the parents, other emergency contact persons listed on the emergency card will be contacted. If the situation is deemed a medical emergency by the staff members on duty, a 911 call will be made to seek immediate medical attention for the child. To return to school, children must be fever free without the use of medication for 24 hours. Re-admission forms are required if your child has been under doctor's care or absent because of illness for three days or more.

Children sent home with any of the above symptoms may not return for 24 hours and until no longer contagious.

Notify the office if your child has any rash or unusual markings. Children may be sent home if we are unable to identify the rash or have concerns about contagious diseases. In that case,

we will require a Doctor's note.

### **NAPPING**

State regulations require a daily nap or rest time for the children. Each child is expected to rest quietly. Please prepare him/her for this by telling the child that he/she will rest at school. Upon enrollment, each child will need a small blanket and a fitted sheet for rest time. Children may not bring in pillows. A fitted sheet is required, if a child does not have a sheet, the office will provide him/her with a new sheet. Upon receiving the new sheet, the parent will be charged for the sheet with the tuition of that week. The blanket should be the size of a beach towel. Sleeping materials must be brought in on Mondays or the first day of the week the child attends, in a pillowcase. Each Friday they will be returned home in the same bag for laundering. State regulations require that staff check that bedding is clean and freshly laundered.

### **LUNCHES AND SNACKS**

The center participates in the Adult and Child Care Food Program. Nutritious meals and snacks are provided daily. Children are served breakfast, lunch, and an evening snack. Menus are approved by the food program representatives and posted on the bulletin board for parents to review. The center provides Low fat (1%) or skim milk is required for children over age 2 and Whole milk for 2 years and younger at each meal. This Center provides Similac Formula for infants at no additional charge, and it is the option of the parent whether to use this formula based on the infant's needs. All formula must be iron fortified as required by the Child and Adult Care Food Program.

### **FOOD ALLERGIES**

If food allergies require your child to have a special diet, these foods should be sent in by the parent and labeled with child's name.

### **CLOTHING**

Children 5 and under should have always at least one complete change of clothing at the center. All clothing should be clearly marked with your child's name. Clothing should be changed seasonally and as your child grows. When soiled clothing comes home and you see that the extra clothing has been used, you will need to send in a complete change of clothing on the next school day. Clothing should be suitable for the child's age and appropriate for the weather. Weather permitting; all children will go each day outdoors. Remember clothing such as hats, mittens, jackets and coats must also be labeled with your child's name. Jackets and outerwear must have workable zippers or fasteners.

Think of your child's comfort. Provide simple clothing that is free of complicated fasteners, ones your child can easily manipulate in the bathroom. Most preschoolers cannot manage suspenders, overalls, belts and jumpsuits. Young children are generally eager to become independent and it is important that clothing does not hinder development of these self-care skills. All clothing should be washable. Our program includes teaching with hands-on activities that can get messy. Children may not wear open sandals or flip-flop type shoes for safety reasons. Tennis shoes are recommended. Only closed shoes that cover the foot and heel are accepted.

All children must have jackets or coats with working closures such as zippers, snaps or

buttons. Coats that are damaged need to be replaced.

### **POTTY TRAINING**

Children must be potty trained by 3 years old and before entering the 3's or 4's preschool program. Families will need to work with the teachers when beginning potty training in the toddler class and before putting children in pull-ups or underpants. Soiled clothing that is not disposable will be placed in a separate bag and parents will be informed so that they are aware of soiled clothing before leaving the center. Safe hygiene practices do not allow staff to rinse out underwear or clothing that has been soiled with bodily waste.

### **FIELD TRIPS**

When field trips are planned, parents are encouraged to attend as chaperones. Transportation will be arranged by van or bus. Each family will be notified in advance of the field trip and asked to sign and return a permission slip for each trip. All Children must return a signed permission slip.

Students with discipline problems may not be allowed to attend field trips - No Refunds will be given.

### **INJURIES**

If a child gets hurt while at Visions & Dreams Learning Center while playing in or outside the building and on site or off site, Visions & Dreams Learning Center is not held responsible for any insurance bills that may come along with any injuries. You will receive an incident report from the center that day of the incident.

### **Outside Employment**

of Staff Vision & Dreams Learning Center discourages its employees from making independent childcare arrangements with school families. If, in the event you enter an arrangement with an employee, it must be done off school grounds and with the full knowledge and understanding that the employee enters into the agreement as a private citizen and not as an employee of Vision & Dreams Learning Center. Vision & Dreams Learning Center is not responsible for its employees away from the school and outside of their working hours and is not liable for their actions or omissions. You may be required to sign an acknowledgment and waiver to this effect.

### **Refer a Friend!**

We encourage you to tell your friends about our school. If a family enrolls a child because of your referral, you will receive ½ off one week of tuition for your oldest child. Tuition is reimbursed after the child's fourth week with us. Your friends need to notify us at the time of their child's enrollment that you have referred them. This offer is void if referral notification is made after the child's enrollment.





*Phone: (240) 448-3830*

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*Caring for your precious children....*

I (we) have read and understand the policies contained in the Parent Handbook and agree to comply with all of the policies and procedures as stated and contained therein. I (we) have also had the opportunity to ask for clarification on policies that were not clearly understood.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Representative

\_\_\_\_\_  
Date

