

www.lpdcmd.com

**Little People Development Center**

**194 German Hill Road**

**Dundalk, Maryland 21222**

**410-288-1230**

**410-288-1206**



**Proverb 22.6**

**Train up a child in the way he should go, and when he is old, he will not depart from**

## **Little People Development Center**

### **Fees and Hours of Care:**

My Service will be available Monday through Friday from 7:00 am to 12:00 am

### **Care rates are according to the following age categories:**

#### **Day care**

**4 months to 23 month \$420.00 per week**

**1 years (infant) \$350.00 per week**

**(\$325.00 parttime)**

**Toddlers (2 years of age) \$ 305.00 per week**

**(3) 285.00 per week (part time) \$255.00 per week Preschooler (4) 270.00 per week (part time) \$245.00 per week School age (5) 260.00 per week (part time) \$235.00**

**Evening Care 4 months to 17 month \$510.00 per week**

**Toddler (2 years of age) \$350.00**

**(3) \$330.00**

**Preschooler (4) \$315.00 School age (5) \$305.00**

**Before and After School care \$150.00 per week**

**After school \$75.00 Drop in \$ 60.00 a day**

**Transportation \$85.00 per week (Discontinued until further notice)**

**A late fee of \$15.00 per 15 minutes per child if you arrive after scheduled hours. If you are looking to enroll your child 1/2 day the rate will be the same as a full day due to when school is closed your kids will be attending all day, 3 days or more is considered week.**

## **UNIFORMS ARE MANDATORY FOR ALL DAY CHILDREN**

### **GREY /NAVY BLUE POLO TYPE TOP AND NAVY-BLUE UNIFORM BOTTOM**

### **LPDC will go by Baltimore County school system closing information will be on WJZ**

There will be **NO** entry after 9:05am, Payment is due biweekly on Friday by noon and for new enrollments the first day of care. If you prefer to make a payment once a month payment will be due at the beginning of the month. There will be a \$45 late fee if payment isn't made by noon. Payment can be made at [Procare.com](http://Procare.com). **I DO NOT EXCEPT PERSONAL CHECKS.**

### **Late Pick up**

There is no excuse for late pick up. A fee is charged for late pick-ups, and this fee is due that evening. The child may not attend the Center unless this fee is paid, or other arrangements have been made with the Center Director. This policy is enforced in compliance with Licensing and Insurance Regulations. You are late at 6:01p.m. Between 6:00 -6:10 the late fee is a standard of \$25.00 (that must be paid with cash). After 6:05p.m. An additional fee of \$5.00 is accrued for each additional minute that you are late. If you are going to be late, please contact the center (late fee still charged). \* If you, the parent/ guardian, has not contacted the center by 6:30pm the police will be notified, and your child will be taken to the proper authorities. Under childcare regulations, this is a form of neglect. Your child will also be terminated effective immediately in the event of this matter. Please keep in mind that the staff has families too. Failure to pay any late fees or fees associated in this handbook will result in immediate termination I cannot offer any discounts for days your child is not in my care, such as when you are on vacation, or when your child is ill since I will be holding a space for your child, I need to charge full- time rather you use it or not. Thank you for considering my service for your child. My goals are to provide, safe, nurturing environment for all the children in my care. I realize that most parents today do not have the opportunity to stay home with their children, so I intend to offer the next best option.

## **My Philosophy**

I will strive to provide a safe, comfortable, stimulating, fun, educational environment with a semi-structured day plan. Activities will include free playtime, large motor skill, small motor skill activities, story time and theatre activities, and other educational yet fun activities. I will also provide nutritious meals and snacks, along with encouraging good personal hygiene skills and manners. The television will rarely be on during regular hours of care, and then only to watch educational programs or activities which I have personally pre-screened to be appropriate for even the youngest viewers. Through a mixture of guided and directed creative play, children in my care will have the opportunity to learn basic sign language (ASL), color, shapes, textures, numbers, letters, animals, seasons, senses, nutrition, personal hygiene, manners, basic science, math concepts, and creative concepts such as "pretend" play, art, music drama, and dance. I do not believe in pushing any child to learn at an accelerated rate, I will not make a child feel pressured to achieve developmentally milestones. By providing the right kind of fun safe environment. I believe the children will learn at their own appropriate pace.

## **Inclusion Policy**

Our program welcomes all children, including children with disabilities, special learning needs, developmental needs, developmental needs and/or special health care needs. The curriculum, activities, books, materials, and environment are used to reflect the diversity of our children in the daily routine and activities. Children are not discriminated against due to race, religion, family background or culture. Teachers provide both sexes with equal opportunities to participate in all activities. If your child has an IEP or IFSP I ask that you, please submit a copy.

to ensure that we are also incorporating his/her goals and activities in our curriculum. I will work with them on the skills that are included in the IEP or IFSP. This information is incorporated in our daily planning as we work with you and any other outside agency to make sure your child is receiving all services needed to achieve all goals.

## **Parent Conference**

There will be a mandatory Parent conference once a year to discuss your child's progress behavior. Parents Conference will be held every Spring (March-May) between 1pm-3pm. Two weeks before the Parents Conference starts, I will place a notice on the bulletin board for parents to be reminded and to sign up for their preferred time and date of conference.

## **Safety Policy**

All Staff are CPR and First Aid certified as well as Medication Training. There will be a practice fire drill once a month along with an Emergency Disaster Drill conducted twice a year. If at any time a consultation with the parent or guardian is needed and I feel that you or your child poses a safety risk to myself or any of the children in my care, I will give you as much notice as possible that care is terminated. This action will be reserved for extreme cases only. I will first attempt to resolve any issues with you before resorting to termination of care. Under these conditions tuition of two weeks will be due.

## **Health Policy**

In order to protect the health of all the children in my care, I will call you and request that you come pick up your child within the hour if he/she has any of the following:

**Fever**

**Diarrhea**

**Vomiting**

**Conjunctivitis (pink eye)**

**Bleeding other than cuts and scrapes**

**Consistent complaints of the ear and stomach pain**

**excessive greenish nasal discharge, indicating possible infection.**

**Head lice**

In the event your child is sent home due to one of the above conditions, he/she will not be

allowed to return until accompanied by signed note from your child's doctor. This is necessary to prevent the unnecessary infection of the other children in my care. Although it may seem inconvenient when your child is sent home. I will not send children home with a common cold. This sort of illness is going to occur among children, and unfortunately cannot be avoided. You should expect that anytime a new child is introduced to the group, colds are likely to occur. I will do my best to prevent the spread of such illness through good hygiene and housekeeping, but total avoidance of illness is impossible.

## **Discipline Policy**

I do not believe in spanking, smacking, yelling, or hitting of any kind. This type of discipline will not be practiced. Instead, I use the following discipline methods to handle any dangerous or hurtful offense. For children ages 2 and over, I will alert the child to the offense by saying " No", explaining why the behavior is unacceptable letting the child know that he/she can hurt someone or hurt him/herself I will redirect and provide other choices. I will ask the child if he/she understands why they got redirected, ask if they understand why they should not use the behavior, then ask if they are ready to play nicely again. This method not only stops the offending behavior, but also teaches the child consequence, responsibility, and empathy in a positive manner. Dangerous and hurtful offenses including hitting, biting, kicking, pushing, hair pulling, throwing objects at someone, climbing on an inappropriate structure, willful destruction of property, tantrum throwing, and not depending upon the child's age development stage. To a point kids will be kids, but if the emotional and physical safety of all children in my care is protected. In the rare instance that I feel any child in my care has serious discipline problems, I will request a conference with the parent(s). If an understanding cannot be reached, I reserve the right to terminate our contract with as much notice as possible to guarantee the comfort and safety of the other children in my care.

## **Child Abuse**

Unfortunately, this is a topic that must be addressed today. It goes without saying that I will not knowingly allow any form of **sexual, physical, or emotional abuse** of any child in my care at any time. This includes the time that the child is in their own home. This may sound like an invasion of privacy, but I cannot ethically turn a blind eye towards abuse.

## **Administration of Medication**

I will administer medication with prescription only no over the counter medication will be administered. The medication must be in the original bottle and child proof container with instructions on how to give, the child's name, what the medication is for, the dose amount and frequency along with instructions for proper storage.

## Holidays, Vacation and Sick Days

Little People Development Center will be closed ALL STATE HOLIDAYS.

I will take (2) two-week paid vacation I will take this vacation at any time during the year and will provide a written two week notice for the vacation days.

## Meals and Snacks

I will provide meals and snacks, you're also certainly welcome to provide any favorite foods your child likes to get if it is healthy, but please provide enough to share with all the other children.

I will provide a continental breakfast for the children arriving before 8am if needed. This will typically consist of milk or 100% juice, whole-grain cereal, toast, or muffin. Highly sweeten snacks such as Kool-Aid, soft drinks, cake, and candies will not be offered.

Lunch will be served from 11:30 - 12:00 that will consist of a balanced meal with one serving of all food groups.

NO NUTS OF ANY KIND WILL BE SERVED

\_\_\_\_\_  
Childs Name

\_\_\_\_\_  
Provider

Agreed Rate and Payment \_\_\_\_\_

***This contract may be terminated at any time for any reason by either party with the proper 2 week notice in writing. If you choose to terminate care before the two weeks is up, you will need pay the two weeks in full.***