

Little People Development Center

Parent / Guardian Handbook

2026- 2027



Quality child care

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Our Philosophy

It is the philosophy of Little People Development Center, LLC. That early childhood should be a time of fun, warmth, security, exploration and discovery. A daily program at our center will provide an atmosphere that encourages all areas of development, physical, mental, emotional, social and creativity. Our staff believes that each child is unique. Needs will be met at each child's individual level of development. We strongly believe that all children can be taught. We do not discriminate based on race, color national origin or disability. All children with or without special needs of accommodation will be always taken into consideration.

Operations

Little People Development Center offers childcare for children between 6 weeks - 8 years of age. "The center is open for operation year-round, Monday- Friday from 7:00a.m. to 6:00a.m.with the exception of designated holidays and closings due to inclement weather".

Our Curriculum

Please note that Little People Development Center is not a baby-sitting service. We are an Early learning center/ business and should be treated as such.

Our state approved curriculum allows each child to have a supportive environment every opportunity will be afforded for the child to:

- ☐ Develop self-control and independence
- ☐ Develop a positive feeling about him or herself
- ☐ Develop all aspects of his or her personality
- ☐ Develop small and large muscle groups
- ☐ Develop and use new language skills as well as sign language
- ☐ Learn to share and get along with others
- ☐ Think of him or herself as a capable individual
- ☐ Understand his or her body and feed and care for themselves

- ◆ These objectives will be achieved through a balanced day of activity, rest, nourishment and involvement in the following:

- ☐ Language, math and science experiences
- ☐ Music and movement
- ☐ Field trips and special visitors
- ☐ Sand and water play
- ☐ Dramatic play Food experiences

✍ Indoor and outdoor play

☐ Block play

☐ Exercise

Our Daily Program

Little People Development Center provides group childcare for children between 6 weeks to 8 years of age. All children must be at the center by 9:05am. This policy is enforced in compliance with Licensing and Insurance Regulations staff to ratio. **No Children will be allowed into the center after 9:05am unless prior arrangements have been made and approved by the director. Exceptions can be made for doctors or dentist appointments with Dr note, must inform director in advance.**

This Center is licensed to operate **only** between the hours of 7:00 a.m. to 6:00 p.m. For this reason, children should arrive and depart from the Center between these hours only. **Our operating staff cannot admit anyone prior to 7:00 a.m.**

The teacher's program is designed to achieve goals and reach objectives. The teachers will develop activities and lesson plans aimed at providing a fun, enriching environment that will facilitate positive development of all children enrolled.

Every child group is always supervised by experienced, certified staff. The Program Director has an open-door policy and is available to discuss parents' concerns, children's programs and adjustments to the program. Each child has a portfolio where transition reports, assessments, surveys, writing activities, photos and art samples will be collected for review during parent/ teacher conferences.

Daily Schedule

Every classroom has a daily schedule. All schedules are posted in the classrooms for parents, children and staff to see. The schedule describes the Daily Activities and may differ from class to class. Outlined below is an example of a daily schedule:

Each class will have an individual and group learning time. Schedules are designed to incorporate all children including children with special needs.

Times

7:00 to 8:00	Arrival
8:00 to 9:00	Breakfast & Restroom
9:00 to 11:00	Activities & Lessons
11:00 to 11:3	Outdoor Play
11:30 to 11:45	Clean Up & Restroom
11:45 to 12:30	Lunch
12:30 to 01:00	Music, Language/Story Time
01:00 to 03:00	Afternoon Nap
03:00 to 03:15	Restroom Time
03:15 to 03:45	Snack Time
03:45 to 04:15	Art, Table Games
04:15 to 06:00	Large Muscle, Outside Activities & Departure

Late Pick up Fee

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 considered to be late at 6:10p.m.** Between 6:00 -6:11 the late fee is a standard of \$45.00 (that must be paid with cash). After 6:10p.m. An additional fee of a \$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 have not contacted the center by 6:30pm the police will be notified, and your child will be taken to the proper authorities. Under the 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.

Inclement Weather

Please check the center social media pages for up-to-the-minute changes due to the weather. Also, closings or delays will be posted on WJZ (website and television broadcast). Use these resources for updates, please do not contact the director directly. The Center has a Weather-Related Emergency Plan that has been established to notify employees, parents and the public of any changes in the regular Center hours because of inclement Weather and other emergencies. During weather emergencies look at WJZ by 5:30 AM to hear of closings or delays. If the Center is closed because of inclement weather, tuition is still due for that day. If the Center closes early, parents will be given adequate notice. If your child is not picked up during the specific time frame, a late fee will be charged (refer to "Lateness").

Emergency Preparedness Plan

Emergency plans for any emergency are posted by each classroom door and practiced monthly, so that your child is familiar with the drill and not alarmed in a real case of emergency. In case of an actual fire or other emergency which is a threat to the safety of the children- the child will be escorted out of the building according to the emergency action plan and parents will be contacted immediately, by phone, text or e-mail.

Classroom Changes

Due to enrollment changes it may be necessary to make classroom changes at the Director's discretion and after the child is tested for various developmental skills. Parents will be notified before their child makes a classroom change. Some of the classrooms are mixed age groups- there may be a time when your child is with an older or younger group of children due to the approved mixed age group settings.

Moonlighting

Moonlighting is not encouraged here at Little People Development Center.

Moonlighting can create an interference with the primary job and other conflicts of interest. Part of the reason that we have this policy is to protect the LPDC. brand and value. Any person(s) (parents, guardians, teachers, children) that chose to violate this agreement will be released from the childcare center effective immediately. Teachers are also not allowed to provide parents/ guardians with cell phone or personal contact information. If you have a comment, question or concern please call the centers directly or use the app Bright wheel.

Holidays

The Center observes the following paid holidays each year: (subject to change)

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day & Friday

Christmas Eve & Day

Federal Holiday Schedule

Good Friday

Winter Break

Staff development training the date will be posted 30 days in advance

Holidays that fall on a Saturday are observed the preceding Friday. Holidays that fall on a Sunday are observed the following Monday. You must pay the regular tuition if a holiday falls on a weekday and the Center is closed.

Sick Policy

There are numerous ailments that children can and will contract during the year. If your child is diagnosed with a contagious ailment and requires medication, the child must have a doctor's slip to return to the Center. Please consider other types of ailments besides the ones listed below and follow general guidelines.

Fever: Child will be sent home if their temperature is 101 or greater. He/she may not return to the Center until he/she is without fever for at least 24 hours. Children must be **fever free for 24** hours without being given medication to reduce the fever.

Strep Throat, vomiting or Diarrhea: Child must stay home a full 72 hours before returning to the Center NO exceptions.

Ear Infections: If your child does not have a fever, medication can be given at the Center. If the child is very uncomfortable (crying, pulling at ears frequently, etc.) you will be asked to pick up your child.

COVID -19: If your child is 5 years of age or over, he/she is required to wear a mask all day except for outdoor play, nap time and meals/ snacks. If your child has a special need or health related matter which prevents him/her from wearing a mask, we will not require them to do so. No parents or visitors are permitted to enter the building to reduce our risk of exposure. Please bring your own thermometer daily to take your child's temperature at the door prior to entering the center. Children with fevers are not allowed to enter. If you have been exposed to covid, please see your health care provider, contact the local health department and stay home. Covid is contagious. If someone at the center is exposed, we will have to close certain classrooms. Children are asked to remove shoes and immediately wash hands upon entering.

Staff are required to record temperatures, wear face masks, sanitize toys and surfaces between each use daily. Please donate hand sanitizer, soap or ppe equipment if you can. Children and staff are practicing social distance as well by sleeping apart, sitting a

staff are practicing social distance as well by sleeping apart, sitting a sea away during lunch and playing in marked areas on the rugs. If you or your child takes a covid test, you will need to stay home until the results come back. Communication and honesty is needed so that we are not spreading this disease to others. If your child is out due to the virus, tuition is still expected to be paid.

Health and Well Being

It is mandatory that once the parent is called, the child is picked- up within one hour. Any time that your child receives shots please provide the center with the updated shot records for his/her file. The exposure to communicable disease and any infectious illness should be reported to the center promptly. Your information will help our staff and they can look out for any early symptoms from other children. The center will also notify the parents when a child has been exposed to an infectious disease. We strive to prevent the spread of illness, and we ask you to keep your child home if he/she is exposed to any of the following. Here are *some* ailments that are **very** contagious and require immediate parent notification and removal of the child from the Center:

- ♦ Ringworm
- ♦ Covid -19
- ♦ Head Lice
- ♦ Conjunctivitis/ Pink Eye
- ♦ Chicken Pox
- ♦ Measles
- ♦ Mumps
- ♦ 3 Diarrhea in one day
- ♦ Open sores
- ♦ Flu
- ♦ Runny nose

Meals & Snacks

The Center provides breakfast, lunch, and afternoon snack daily. Your child will participate in the meal if he or she is present at the time of service. All meals and snacks are nutritious and meet the government minimum nutritional meal pattern requirements. Maryland state regulations do not allow the center to serve sugary drinks or candy brought from home. All menus are located on the center news broad weekly. Please note that we are a nut and seafood free facility. We do not allow parents/ guardians to send their child to school with any food, snacks or beverages due to allergies of other children. Breakfast is served at 9:40am, lunch is served at 11:45am, and pm snack is offered at 3:45pm. All children are asked to wash their hands before partaking in meals and snacks. Staff are to wear gloves during food prep and serve. LPDC is glad to announce our partnership with the Child and Adult Care Food Program to guarantee that every child in our program is fed and consuming healthy meals/ snacks.

Tuition

Parents have the option to pay monthly tuition costs. Tuition payments are due on the Friday of the week before (or the first day of the week that your child attends). Payments received on Monday afternoon will be considered late and will be charged a late fee of \$45.00 per day. Monthly payments are due on the first of each month and are considered late after by the 2nd. If your balance is two weeks behind your child will not be permitted into the center until the balance is paid or arrangements have been made with the office. There will be a yearly increase of \$5 to \$10 dollars per child. Any tuition that remains unpaid will be turned over to a Collection Agency. Late payments will not be tolerated.

Payments

All tuition payments need to be made on the Bright wheel app. Do not give any form of payment to teacher or any other staff members. We do not accept personal checks, cash or VISA. Receipts will automatically be sent to you from Bright wheel. Payments are due bi-weekly (current week and upcoming week) or once a month on the first business day of the month.

Please let Ms. Robinson know how you would like your invoice.

Childcare Subsidy Participants

If you receive daycare vouchers through the State of Maryland it is your responsibility to keep your case active and current. Failure to do so will result in full price of tuition, no exceptions. The owner has the right to accept or deny voucher use for any reason. Failure to pay your co-pay will possibly result in a STOP of vouchers and could affect your future use of vouchers within Maryland. If there is any lapse or period of time in which you will not receive subsidy you are REQUIRED to pay the full tuition amount (no exceptions). Inform the director in writing immediately if you plan to stop or start the use of vouchers.

Medical Records

In order for your child(ren) to be enrolled at the Center, all necessary medical records must be obtained. If your child(ren) does not have the necessary medical forms or *updated* forms, we ask that you see the director to obtain the forms and have your child's doctor complete them. All forms are on the website under the "Enrollment Forms" tab. Maryland State Department of Education requires each child to have a developmental screening upon enrollment.

Once your child is registered it is required that all forms are complete *prior* to your child attending the Center. Forms must also be periodically updated as needed. If the

required forms are not received/updated, your child may be dismissed until the Center receives those forms. If your child has a medical need or concerns the centers ask that a care plan be written by the doctor or parent and provided to the center.

Any children that receive any of the following IEP or IFSP, we ask that parents and guardians provide the center with a copy of the forms prior to the start of enrollment. Keep in mind by providing documentation helps the center to provide the best care for your child.

Medication Orders

COMAR regulations permit Child Care Centers to administer prescription and non-prescription medication to children in Child Care under certain conditions and with prior written permission from the child's parent. If possible, arrange the time of dosage so that the medication will not have to be administered more than once daily during the time the child is in the Center. All medication will be stored in a locked container and out of reach of the children (not in a classroom). Do not put any medication in book bags, lunch bags, diaper bags, coat pockets etc. – medication should be given directly to the greeter (person opening door, director or teacher)

Non-Prescription Medication: Except for acetaminophen (Tylenol) and topical medications, only one dose will be administered at the Center unless a licensed health practitioner approves additional administration of the medication and the dosage.

Prescription Medication: Must be in a container labeled by the pharmacy or physician with the child's name and expiration date. May only be administered according to instructions on the label of the medication. Please do not send your child to the center because he/she could possibly spread germs or illnesses to the children and staff.

Attendance

Children should arrive on time for each day's lesson. If your child is late or absent, please advise the office or your child's teacher by **9:00 AM**. A child should not be in the Center more than ten hours per day. If your child remains over 10 hours, a fee will be imposed for the additional time (see director for current fee).

If your child is going to be absent from the Center, you are still required to pay for the day(s). When your child is enrolled, we reserve a spot for him/her to continue until two weeks' notice is given for termination of enrollment. Therefore, it is required **that payment be made continuously, regardless of the presence of the child.**

If there is going to be a prolonged period of absence, notice should be given with the intended return date. This will hold the child's spot during the absence. Prolonged absences are generally more than one month and include, for example, summer vacation, extended sick leave for operations or severe illness.

Drop off and pick up

According to COMAR (Code of Maryland Regulations), all children **must** be brought to the Center and picked up from the Center by parents or guardians whose names are on the child's Emergency Card. We cannot release or accept a child from anyone less than 18 years of age. All children must be signed in and out daily. Parents and guardians must physically come into the building to drop off and pick up time is not appropriate time to have conferences with the teachers because other children must be welcomed, dismissed and/or supervised. Please call the center directly or speak with the director to make an appointment.

Please ensure that all phone numbers on Emergency Cards are current and operable. We **require at least three alternate contact people for each child**. If you have changed your number, residence or employment, please advise us of the new information immediately.

Please cease all phone calls at time of drop off and pick up to ensure:

- ◆ That you do not forget to sign your child in/out
- ◆ That you do not forget your child's personal belongings (book bag, sheet etc.)
- ◆ Our parking lot keeps children safe
- ◆ That children do not hear inappropriate or personal conversation
- ◆ That phone conversation does become a distraction to children entering the building

You will be asked to exit the building until your phone conversation is over.

If anyone else is picking up the child, he or she must have a valid Maryland photo ID and must be 18 years of age. The parent/guardian must call ahead of time to notify the center of pick up or drop off changes.

Surveillance System

The surveillance system is for the directors and owners eyes/ use only. Parents, guardians, teachers, visitors, volunteers and staff do not have access to monitor or video footage. Surveillance system is used as a safety feature. There are no cameras in the restroom area for privacy reasons. Parents and guardians are not allowed to view footage at any time for any reason. (Please put in writing if you do not wish for your child to be photographed for advertisements using the permission to photograph form).

Discipline Policy

The most important thing when helping children learn to behave acceptably is for them to understand what is expected of them and to believe that it is the *behavior* that we do not like, not the child. It is equally important to explain to children why their behavior is unacceptable. In our explanations, we try our best to use as few negatives as possible and to state directions in a positive manner.

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feelings about his or her behavior/actions and serves as an example for the other children to model so that they too will receive praise. Asking a child to pause and think about unpleasant behavior enables that child to work at self-control.

Corporal punishment is not considered an acceptable method of handling a child's behavioral concerns. Children will not be hit, slapped or spanked in any manner, for any reason. Isolating a child is too not acceptable and is not a practice of Little People Development Center.

If negative behavior persists, the parent is asked to attend a conference with the child's Teacher and/or Director to discuss what may be helpful in motivating the child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program with parental involvement. There are several steps that can be followed if your child has a behavior problem:

- ♦ In-house behavioral modification program
- ♦ Parent observations / evaluations
- ♦ Director / Teacher observations / evaluations
- ♦ Conferences with Parent, Teacher and Director

Referrals made for outside professional modification programs we work closely with the Judy center, Infant toddler and many other programs.

If there is no parent or guardian participation or if there is no improvement in behavior within 2 weeks and after all avenues have been explored, it will be determined that the child is not benefiting and then enrollment will have to terminate.

Enrollment of a child may be terminated immediately by the Center for **occurrences of the following:**

- ♦ Hitting or biting or endangering him/herself or others
- ♦ Being or becoming uncontrollable
- ♦ Harming others
- ♦ Throwing furniture
- ♦ Continuous use of profane language
- ♦ Destruction of property
- ♦ Bringing weapons to the center
- ♦ Threats of any sort
- ♦ Constant bullying
- ♦ Any form of sexual harassment

Grounds of termination also apply to parent/ guardians. For any of the above concerns, the child's parent(s) will be contacted immediately and asked to remove the

child from the center that day and may not return to the Center until a conference is held with the Teacher/Director. As all children are different, so are parents and guardians.

If we work closely together, communicate and share experiences and ideas, we can be successful as we try to teach our children self-control.

At Little People Development Center, we provide positive re-enforcement. We provide Social and Emotional support through the use of a calming corner, books/ novels and “warm-fuzzies.” Each classroom has posters for rules and reminders with visuals for the children to follow. The teachers also provide verbal praise, stickers, stamps and certificates for outstanding behavior.

Inclusion:

Little People Development Center LLC. is an inclusive childcare program. Children with and without disabilities and special health care needs are accepted, embraced and welcome to participate in all activities that the center offers. This is very beneficial to all children, including children with special needs.

If your child does have a IEP or IFSP, we do ask that you provide a copy of the documents to better provide care for your child. At LPDC, we do have publications in the main entrance of our center for support services. Also, Little People Development center we work alongside Infant and Toddlers, Abilities Network, Kennedy Krieger and other behavioral health services for early intervention services. It is our goal to meet the needs of each individual mentally, physically and academically.

Parent Involvement

Parents are always welcome to observe or participate in the Center's programs. We would like to stress the importance of participation in Center activities, not only for the child's benefit, but also for the benefit of the Center. Participation can include interest in daily activities, fundraising and field trips. We also invite parents to become members of the Center's Parent Advisory Committee. The Center will have a mandatory Parents Advisory Meeting once a year. This is a time for all new and changed policies to be reviewed, and for parents and teachers to discuss suggestions or concerns.

Conferences

Parent and teacher conferences will be held twice a year in the Fall and Spring. Parents will sign up via Sign up Genius, 30 days prior to conference time. Parents will be notified via the center's newsletter and emails. Instructions will be sent out to inform the families how to sign up and available conference times. Due to Covid, conferences will be virtual and held over the phone, Zoom or Google Duo. Conferences are not mandatory but highly encouraged to discuss the child's academic success.

During the time of the conference the children's portfolios and assessments will be shared. Parents are allowed up to 25 minutes and must be on time or conferences will be re-scheduled.

Environment

Please note that Little People Development Center is a

- ♦ Smoke free/ drug free facility: use of any drugs is not allowed on the premises at any time
- ♦ Pet free facility: Yes! We love animals but do not bring any animals, insects or pets to the center at any time
- ♦ Please keep in mind your music volume when entering and exiting the building! The children's safety is EVERYONE first priority!
- ♦ Please do not park in the handicap parking lot unless necessary
- ♦ Do not litter on the premises, it is EVERYONE'S job to keep our facility clean, safe, and beautiful
- ♦ Parents and guardians are not allowed to use the dumpster for any reason. There will be a fee of \$350.00 to anyone use the dumpster without permission (cameras will see you)
- ♦ Please do not send your child to the center with valuables such as tablets, phones, ipods, jewelry, etc. Fields Preparatory Early Learning Center Inc. is not responsible for any loss, stolen or damaged items.

Tax Statement

End of the year statements for the previous year will need to be picked up by the person who enrolled the child (unless the director decides to email statements). All tax statements are required to be signed and dated to confirm that you received it. If you have any discrepancies in regard to your tax statement, please see Ms. Fields or the director. You have five business days from the date on the tax statement to dispute your tax statement should you find error. Please make sure that your correct address is on file just in case the documents must be mailed to your home address (in the event that you are un-enrolled). Please be sure to make a copy of your tax statement- there will be a \$20.00 fee for duplicates.

Bright wheel:

Parents of infants are expected to complete the drop off information portion daily. The app is free for parents to use. Teachers will send pictures, videos, messages, updates, incident reports (if necessary), and changes on the app. Parents can use the app to communicate directly with teachers. Meals, snacks and changes will be recorded on the

app for infants as well as nap times. For children 2-5: meals, snacks and photos will be logged in the app for your reference. There is no guarantee that a picture or video will be sent daily.

Non-discrimination Policy

Little People Development Center, LLC. does not discriminate based upon age, language, color, sex, religion, race, ethnicity, or political affiliation, gender, sexual orientation, marital status or disability.

Confidentiality Statement

The content of enrollment form is intended for the use of Little People Development Center I and II. purposes only. Confidential information disclosed shall not be shared or sold for any reason. Confidential records and documents may be released to persons or agencies outside of Little People Development Center I. and II. Inc. with parent/guardian written consent. However, The Maryland State Department of Education, The Office of Child Care and The Child and Adult Care Food Program have access to children's files and records.

School Supply List for Ages 2-5 years

All children are required to bring in ALL listed school supplies during enrollment and each new school year (typically end of September/ early August). Some school supplies will be used as community property and others will be used as personal items.

Please read each item for brand, size and color specification.

- 3- Roll of paper towel
- 2- 8oz or larger hand sanitizer
- 4- Boxes of Kleenex tissues
- 2- Composition books
- 1- 3 inch binder with rings. Must have clear insert on front cover
(white binder only)
- 2- **Red** plastic folder with pockets
- 1- **Blue** plastic folder pockets
- 1- Pair of children's scissors
- 1- Elmer's regular glue in a bottle
- 2- Elmer's glue sticks
- 1- Pack of 10-12 count pencils
- 1-box of "Band-aid" Brand adhesive bandages
- 2- Packages or containers of disinfectant wipes 1-
Package of cotton balls
- 3- boxes of large, disposable gloves
- 4- 10 pack of Crayola markers
- 1- Large book bag (not a diaper bag or small bag)
- 1-Fitted sheet – Crib size sheet (not twin, not pack -n- play size) 1-
blanket (no sleeping bags or oversized blankets)

***Extra change of clothes (socks, underwear, top, bottom, shoes) **each** emergency purposes. Seasonal changes will require different supplies such as off bug spray, sunscreen, swim suit, etc**

Infant Necessity List Please be sure to
label everything!

All food must be nut free and sea-food free.
Infants(12-24 months) are served whole milk.
Infants are assigned to their own crib or cot
(depending on age and mobility). Infants must sleep
on their back without pillows, toys, objects inside of
the crib.

- Pampers (Recommend supplying 10
per day)
- Wipes (A minimum of 3 packs- used for private area, face and
body)
- 1- Three -inch, ring binder with plastic insert cover (white)
- (3) Change of clothes (including
socks) Pre-made bottles (Minimum
of four bottles)
- Jar food (If able to consume)
- Ointment or medication with medication administration
form Burp Cloths (if necessary)
- Snacks (nut free- labeled with
name) Pacifier with CLIP (if child
uses)
- Bibs (if child
uses) Undershirts
(if child uses)
- 1- Hand soap (prefer Soft soap brand- any size)
- 2- Roll of paper towels
- 1- Box of gloves (disposable/ any brand –
Large size) Teething toy or ring (for
personal use only)

Acknowledgement and Agreement

Please sign and date that you are fully aware and agree to Little People Development Center LLC. program guidelines, policy, rules and procedures.

We follow the same guidelines as Maryland State Dept. of Education.

Please sign that you are aware that some policies and procedures can change at any time with or without notice. Please sign that you understand your role and responsibility as the parent/ guardian. Any questions or concerns should be addressed before signing and submitting this handbook.

Each center has its own individual policy and procedure.

Please sign and return:

I understand the rules and regulations governing the operation of this childcare center. This is a legal binding contract and will be used for future reference.

Print Name

Signature

Today's Date