



2020-2021 Handbook & Policies

License #253892

Caution! Kids At Play Learning Academy Handbook and Policies:

Welcome to Caution! Kids At Play Learning Academy! I am so excited you have joined our preschool family! If you have any questions about my handbook, my policies, or our classroom - please feel free to contact me.

Through research and training I have learned that children learn best through play and hands on experiences. I firmly believe that children need to experience things, get messy, investigate their questions and help to solve their problems with their friends. Children learn best through playing games, using their imaginations, expressing their emotions, creating masterpieces and exploring the world around them. It is through these opportunities and experiences that I will help lay the foundation for your child to be successful in kindergarten and in his/her future learning.

As a teacher I will set up intentional play activities and explorations that meet the needs of individual students. I will help to extend their thinking and play to help them learn and grow. I provide a high-quality education and follow the early learning standards for Maryland in helping to prepare your child for kindergarten.



Andrea Campbell

Early Childhood Education / Special Education Certified Teacher

NAFCC Accredited Provider

Maryland Child Care Credential Level 6 / Maryland EXCELS Level 5

14828 Falls Rd, Cockeysville, MD. 21030

410-903-2136 (cell)

443-595-8454 (home)



Thank you for choosing Caution! Kids At Play Learning Academy! We are SO excited you are joining our family. We will love and respect your child.

**We will help your child grow and develop emotionally, socially,
physically and academically!**

Please Note:

The purpose of the Caution! Kids At Play Learning Academy Handbook is to provide information about the policies and procedures under which our preschool operates.

Please read this handbook thoroughly, it contains important information that pertains to the care of your child. If you have any questions or concerns about any policy or procedure, please discuss them with me before signing the Policy & Financial Agreement Contract. By signing the contract, you are agreeing to comply with the policies and procedures set forth in this handbook.

I am licensed by the State of Maryland and will follow all the regulations for Family Child Care Providers and will have yearly inspections through the State of Maryland. As the regulations for the state change, at times, I will need to revise my current policies, and possibly add new policies or procedures to this handbook. You will receive a written amendment at least two weeks prior to the change in policy or procedure becoming effective. If it is a state regulation that is changing - you will be notified of the change and those changes will be effective immediately.

I retain the right to enforce the policies and procedures at will. Lack of enforcement on my part does not indicate that the policy and/or procedure is no longer in effect.

I appreciate your consideration and understanding with this.

Andi Campbell

In accordance with Federal Law and U.S Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call [\(800\)795-3272](tel:8007953272) or [\(202\) 720-6382](tel:2027206382) (TTY). USDA is an equal opportunity provider and employer.

Daily I strive to work with your child to achieve the following goals:



Develop a good self-image and a positive attitude toward his/her self



Develop confidence and independence



Encourage respect and compassion for others



Develop problem-solving and social skills



Develop a love for learning



Prepare your child for Kindergarten



Benefits of Caution! Kids At Play Learning Academy's Program:



Certified teacher - Early Childhood Education (birth - 8 years) and Special Education



Offer a Maryland State Department of Education approved curriculum



Use a Maryland State Department of Education approved Early Learning Assessment (ELA) online tool



Yearly Conferences



Monthly Newsletter



Scholastic Reading Club



Weekly / bi-weekly Enrichment Opportunities (ex: music, soccer)



Opportunities for family involvement

Message To All Parents

A Little About Me:

I feel I have the love, knowledge, experience and qualities needed to provide a warm, loving and learning-rich environment in which children can learn and grow. I believe that your child(ren) are the most important part of our future and I will work with you to establish the solid foundation your child needs to help prepare him/her to be successful in his/her next milestone...kindergarten!



I hold a BA in Early Childhood Education/Special Education from Washington Adventist University and am a certified teacher



I have my National Accreditation from National Association for Family Child Care (NAFCC)



I am credential at Level 6 from the State of Maryland



I hold a Maryland EXCELS credential at Level 5



I am certified in Infant, Child and Adult CPR, First Aid and SIDS Training.



I use an MSDE approved curriculum in my program



I have completed the Maryland Model for School Readiness (MMSR) and Maryland's Early Learning Assessment (ELA) Training



In addition to these certificates/ programs I have numerous hours of training that I have completed and will also continue to take needed classes in order to constantly increase my knowledge and skills.



I am a member and the President of the Baltimore County Family Child Care Association, Inc. (BCFCCA), the Maryland State Family Child Care Association (MSFCCA), the National Association for Family Child Care (NAFCC) and the National Association for the Education of Young Children (NAEYC).

Eligibility, Attendance and Tuition Policies and Procedures:

Eligibility:

In order to register for preschool, each child must meet the following criteria:

- Be 2 years old by September 1st
- Complete and returned all forms
- Pay the required registration fee

Hours of Operation and School Calendar:

Caution! Kids At Play Learning Academy offers a 1/2 half-day (8:30-11:30) and a full day (8:30 - 4:00) preschool program

Our school calendar is similar to Baltimore County Public Schools. Please see our yearly calendar for exact dates. I do follow the Hereford Zone inclement weather decisions for closings and delays.

The following days are paid holidays: Veteran's Day (used as a conference day), Thanksgiving Break, Christmas Break, Martin Luther King Day, President's Day, Spring Break and Memorial Day. I also receive 4 personal days and 2 professional development days throughout the year. I will provide as much notice as I possibly can.

Emergency Closings:

In the event of a state of emergency, pandemic, or other catastrophic event, our preschool may be forced to or choose to temporarily close to protect the health, safety and welfare of our children, families and community. In all cases, we will follow the guidance provided by the CDC as well as those outlined in the executive orders of the Governor of the State of Maryland or guidance from the local health department. During such times of closure, families will be required to continue to pay full tuition. If the closure goes on for an extended period of time I will re-evaluate the situation based on current circumstances and inform families as soon as possible. This will ensure that our preschool can reopen and continue providing the care and learning you have come to expect when it is safe to do so.

Attendance:

The payment policy at Caution! Kids At Play Learning Academy requires full payment regardless of your child's attendance as your tuition is based on "securing" your child's spot and is not based on your child's actual attendance.

Tuition Fee:

- ½ day full time (Monday - Thursday) preschool program: **\$130/week**
- ½ day part time preschool program: **\$40/daily** (must commit to set days per week)
- Full day (Monday - Thursday) preschool program: **\$260/week**
- Full day / part week preschool program: **\$70/daily** (must commit to set days per week)

Registration Fee:

There is a yearly, non-refundable registration fee of \$100 that will be put directly back into my business to help offset areas where I feel we currently have a need so I can continue to provide a high-quality program for your child(ren). The registration fee is due at the time of registration and can be paid in cash or check.

Early Drop Off / Late Pick Up:

\$1.00 per minute - You are contracted with me for a specific preschool program. If you arrive earlier than expected or pick up later than agreed, you will be charged a fee of \$1.00 per minute to be paid in full the same day they occur.

Returned Check Fee:

\$50.00 plus any additional fees assessed by my bank as a result of the returned check. These fees along with all other payments will then need to be in cash only.

Payment Schedule:

Payment is due on Mondays and can be made weekly, biweekly or monthly. If tuition payments are not received there will be a \$10.00 per day late fee. If your account exceeds one week over-due, your child will not be allowed to come to school and will be dismissed from our school.

I offer 3 payment options - e-payment, cash or check written to Andrea Campbell.

I realize the financial burden that preschool places on parents, and hope that parents understand that as a business my preschool program also places a financial burden on me. These expenses include, but are not limited to groceries, utilities, insurance, curriculum needs, toys and equipment. I also have a financial responsibility to my family.

I will take all outstanding accounts to court and collections. Should it be necessary, parent/guardian will be responsible for all court costs.

Termination of Enrollment:

In some circumstances, it may be necessary to discontinue a child's enrollment at Caution! Kids At Play Learning Academy. This decision will be based on the best interest for all children and staff. Termination of enrollment may be a result of the following:

- Non-payment of tuition.
- Failure to comply with the contract or policies.
- Abusive, destructive and/or hurtful behavior to children, staff, or property by a child, parent or family member.
- My inability to meet the child's needs.

If immediate termination results in any of the reasons listed above any tuition already paid will be forfeited.

Withdrawing Your Child:

The parent must provide written notice at least two-weeks prior to your child's last day. Parents are responsible to pay for the entire two weeks even if the parents withdraw their child prior to the last day. If the parents fail to provide such a written notice, the parents shall still be liable for the payment and should any court action be required to collect said tuition, the parents will be held responsible for all reasonable attorney fees and court costs related to the collection activity.

Required Enrollment Forms and Explanations:

The following forms must be completed, signed and returned to me, prior to your child's start date, in order for your child to start in our preschool program.

1. Policy & Financial Agreement Contract:

The Policy & Financial Agreement Contract is a legal agreement between the parents and provider. By signing the Policy & Financial Contract you are agreeing to the terms, policies, and procedures listed in Caution! Kids At Play Learning Academy Handbook and Policies. It is also a financial agreement between the parents and provider. Upon enrollment, your tuition will be determined according to your enrollment needs.

2. A Parent's Guide To Regulated Child Care:

This contains important information for parents of children in child care facilities. I am required to make sure I provide you with this guide and receive a portion of it back signed.

3. All About My Child Form:

This gives me a nice picture of where your child(ren) is currently, likes, dislikes and fears. Please be honest with me about your child(ren) so I can do my best to help your child(ren) as much as possible.

4. Emergency Form:

I provide constant supervision, however, accidents can occur. If your child is injured in a non-life threatening way, I will assess the situation and respond with first-aid treatment.

If the injury is serious, I will call the parent to notify you of your child's condition, so you can proceed to the doctor or hospital depending on the injury. If I am unable to reach you, I will attempt to call the persons listed on your child's emergency form.

If I am unable to reach you or your emergency contact, I will transport your child to the nearest hospital myself and will leave a message for you to meet us there.

If the situation is urgent, I will immediately call 911. I will follow the 911 operator's directions, procedures and/or recommended actions.

Parents are responsible for all costs involved in emergency medical treatment including emergency transportation when used.

This form is to be updated as needed.

5. Health Inventory Form:

This form is to be completed by your pediatrician's office and returned to me prior to your child(ren) attending preschool. This lets me know that your child(ren) is healthy and can participate in all our activities. It also documents any health concerns I might need to be aware of and also any allergies. **Please note:** If your child has any **FOOD** allergies - I also need a written note from your pediatrician's office in addition to it being filled out on this form.

Please try to remember as you take your child(ren) for immunization appointments to ask me for a copy of their Health Inventory Form so that they can update the form each time.

Thank you.

6. Transportation Form:

Your child will be transported in my vehicle or another designated vehicle when necessary. Transportation would be for field trips (pre-planned) and for emergencies.

Your child will be securely restrained in a child carseat, a booster carseat, or vehicle safety belt depending on the state requirements.

7. Photo/News Release:

I try to take pictures on a daily basis of activities your child is involved in along with special occasions, such as birthdays, holidays, and other "fun-filled" times. The photos/videos are used in preschool promotion, sharing with others, teaching tools, arts & crafts projects, monthly newsletters, news related articles, hand-made gifts for parents, and for display on Caution! Kids At Play Learning Academy's social media pages - Facebook and Instagram.

8. Developmental Screening Fact Sheet:

During your child's time at Caution! Kids At Play Learning Academy assessments and observations will be taken and compiled into your child's portfolio. I will discuss your child's development and milestones along the way. Routinely at 9, 18 and 24 months most pediatricians conduct a developmental screening on children. If, in your discussion with your pediatrician you find out they don't conduct a developmental screening one should be requested. If, at any time, I feel your child would benefit from an evaluation from Infants and Toddlers or Child Find I would discuss it with you.

Personal Information:

Please keep your child's personal information up to date. This includes but is not limited to: parent's work, home and cell phone numbers, change of address, emergency contact person's names and phone numbers, email addresses, immunization information and any other information that may have changed. Please rest assured that all information shared will be kept confidential.

Preschool Policies and Procedures:

Arrival/Departure:

When arriving at my home, please enter my home through our preschool door without knocking. Our preschool door will be unlocked during scheduled arrival/departure times.

Once inside, your child is expected to remove their own shoes and coat and store them in their labeled bin by themselves. This fosters responsibility and enhances your child's sense of self-worth.

After your child has removed his/her coat and shoes and put them away, please assist him/her in washing his/her hands in the sink at the hand washing station or in the bathroom.

Your child is then ready to sign him/her self in for the day and answer our question of the day.

You need to sign your child in / out daily. The sign in sheet is kept on a clipboard on the shelf located near the hand washing station.

At this time, your child is ready to start their day and you should be ready to leave. It is normal for some children to have difficulty separating from parents when being dropped off or not wanting to leave when it is time to go home in the afternoon. Please be very brief (no more than 5 minutes) during these transition times.

A smile, cheerful good-bye kiss and a reassuring word that you will be back are all that is needed. It is best to say "good-bye" once and then exit without returning to say goodbye a second or third time. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

During arrivals and departures, children will test to see if the preschool rules apply while the parent is present. Sometimes this occurs because the rules at my home may differ from the rules at theirs. I understand this, however while your child(ren) is in my home (whether you are present or not) they are expected to follow our preschool rules.

You are responsible for your child(ren)'s behavior while you are present. Please show your child(ren) respect for the preschool rules by reminding them of the rules and enforcing them while you are present. If you do not, I will remind your child that their behavior is inappropriate and will take action to correct it, if needed.

When departing, I will briefly discuss any issues or concerns about your child(ren)'s day. If we are having major issues or concerns, I will suggest that we talk later on the phone so your child doesn't over hear too much.

When leaving my house, parents and their child(ren) must exit my home together. Under no circumstances may your child leave my home by themselves.

I will only release your child to you or someone else you designate on your Emergency Card. If someone else is to pick up your child, please notify me ahead of time. A verbal notice is acceptable on the same day, if this person is on your list of people who are authorized to pick up your child. If the person is NOT on your list, I MUST have written permission to release your child. Please inform your emergency contact or someone designated to pick up your child that I will need to ask for photo identification.

If there is a legal custody agreement in place, I must have a copy of the court order recognizing the parent or guardian who has legal custody of the child, as well as visitation schedules. Without this, I must release the child to either parent or guardian.

Cleanliness/Hygiene:

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, coming in from outside, after toileting, after activities and any time they appear dirty. If these skills are also stressed at home your child may remain a good hand-washer when he/she gets older. Please have your child bathed and dressed for play.

Communication:

It is important for us to work as a team to ensure your child's success in preschool. If you ever have any questions, concerns, or other important information that you believe I should know, please don't hesitate to contact me either by phone or email.

Discipline:

We work on learning our preschool rules (which will be posted for all students to see) and are reminded of them on a frequent basis, so they are familiar with them and know what to expect. I believe discipline should be used to teach children and not be used as a punishment. Your child will never be physically or verbally punished here. Depending on the age of your child, I will use the following methods to assist your child in learning acceptable and unacceptable behaviors:

Some methods of discipline/guidance I use are:

- Modeling - demonstrating by example expected and acceptable behaviors
- Re-direction - offering your child an acceptable behavior or choice for an unacceptable one
- Offering your child choices - two positive choices will be offered to help your child make a "good choice"
- Verbal expressions and positive reinforcement - I offer a lot of positive comments throughout the day and acknowledgement for acting appropriately.
- Encouragement of problem-solving - guiding children to help solve their problems and use it as a learning tool for future success
- Time Out / Quiet Time - at times a child may need to be removed from a situation when all else fails.

If your child's behavior becomes a disruption to our program, poses a danger to other children, myself, or my property I will contact you immediately for removal of your child for the remainder of the day.

I will discuss the situation and present plans of a joint effort to resolve it. If after working together with your child, the behavior does not improve or becomes worse, then your child will be terminated immediately in order to ensure the safety and well-being of the other children in our preschool, myself, and/or my property. If this occurs, any paid tuition will be forfeited.

Dress and Extra Clothing:

Please dress your child for active play in play clothes that are practical, comfortable and washable. We will go outside as often as possible for daily lessons and for large muscle activities whenever the weather allows us. Be sure your child is adequately dressed so he/she can enjoy the outdoor activities.

I also request that you provide your child an extra set of clothing, appropriate for the season, that can be kept at school, including socks 😊

Please keep in mind that students will be running and jumping. Students must wear tennis shoes to school. Please no flip flops or sandals. Thank you for understanding.

E-mail Correspondence:

I use e-mail as a form of communicating with you. Please be sure your e-mail address is on file with me and is current. My e-mail address is: cautionkidsatplay@gmail.com. I try to check it every morning, between classes, after class and in the evening.

Emergency Plan:

I have been trained in Emergency Preparedness and have an emergency plan written up that I will follow should the need arise. In the event of an emergency my first priority will be getting the children and myself to an area where we are safe and then I will begin contacting parents to let them know what is going on, where we are and what our plan is from there. We do conduct monthly disaster and fire drills so the children will be prepared should the need arise.

Family Involvement:

Your involvement here with your child is very much appreciated and welcomed. I do have an open door policy so at any time you are welcome to come and volunteer with us. I also offer additional opportunities for you to be involved during the year. Those include but are not limited to attending any parties we host here, attending any field trips we participate in, helping children find and bring in items for our weekly show-n-share, being a volunteer, supplying items for parties or your child's birthday, attending the annual "Parent's Appreciation Breakfast" I host every year and by donating any needed supplies throughout the year. I have a family bulletin board hanging in an area where parents can easily see and access the information on it. I also have a parent resource center which contains pertinent information for families. At the end of each preschool year parents will be provided with a survey of my program to complete and after reading through the completed surveys I will use the feedback to work on making improvements in my program. If you have any other ways you'd like to be involved or contribute please let me know.

Illness:

The Health Department regulations prohibit the admittance of any child into a family childcare home that exhibits any of the following symptoms:

- Fever (100°F or higher) - child needs to be fever free for 24 hours without the aid of medication
- Diarrhea - child must be symptom free for 24 hours without the aid of medication
- Vomiting - child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge - check with doctor
- Rash - check with doctor
- Discharge from eyes or ears
- Lice - child needs to be treated and nits removed before return
- Communicable diseases - chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

Your child may be brought to care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however I will call you if your child is just plain miserable (whining, crying, or repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities (i.e. a child wanting to sleep all day, lay on the couch and watch TV, etc.)

I have the right to refuse to care for a sick child. If your child develops any of the above symptoms while in my care, you or your alternate will be required to pick up your child immediately. If I have to call a parent to pick up a child that has been dropped off for care too ill to participate in the day the child will also be required to stay at home the following day. Your child may return to care 24 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. I am responsible for the health and well being of other children so I will closely follow health department regulations when it comes to illness.

Medication:

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and can not return to childcare until this time period has passed.

Parents are responsible for administering the first dose of any medication at home and to watch their child for any reactions prior to the child returning to school.

Child care regulations prohibit me from giving your child medication of any kind unless you have filled out and signed a Permission to Administer Form. All medication must be in the original, labeled container. Blank Permission to Administer Medication forms are available for you.

Newsletters:

I publish a monthly newsletter, which provides important information about upcoming events, re-cap on activities from the month and other items that pertain to Caution! Kids At Play Learning Academy.

Open Door Policy:

Please know that you are ALWAYS welcome to visit or stay and play in our classroom during the day.

With that being said, please keep in mind, when visiting our preschool that children tend to act in an excited manner and may forget the preschool rules when a parent visits as it creates a change in their regular routine.

Smoke Free Environment:

Maryland State Department of Education's regulations strictly prohibit smoking at any child care facility and Caution! Kids At Play Learning Academy complies with this smoking policy throughout our home and on the premises. Thank you for respecting the health and safety of all our students and families.

Telephone Calls and Messages:

During the day, I will attempt to answer the phone at any point that I am able. If the call requires more attention than I can provide at that point and continue to give the children my full attention, supervision and involvement then I will let you know we need to continue it later. If I am unable to answer the phone, please leave a message and I will return the call as soon as I can.

For non-emergency calls, the best time to call is between 1:00 pm - 3:00 pm or after 4:30 pm. At this time, I will be able to focus my attention to your call.

For emergency calls, please feel free to call my cell phone.

Toilet Training:

Toilet training marks a milestone in your child's development. Your child will begin to separate themselves from you and learn to become independent, self-sufficient, confident, and improve his/her self esteem.

If your child is not toilet trained, you are required to begin the process at home, after your child shows several signs of readiness. If you need examples of what those signs are, please let me know and I'll discuss them with you. I will only begin helping to toilet train your child after you have been successful at home. Please keep the lines of communication open about this. Please do not ask me to begin the toilet training process, my part is to assist you with the process, but I will not initiate it.

Having the parent initiate the process shows me your readiness and commitment to work with me to help your child become toilet trained.

Once I begin working with your child, I expect it to be successful. If I feel that your child is not making positive progress or that you are not keeping up with it at home, then I will discontinue the process while your child is in my care until I feel the child is ready.

For sanitary concerns, please continue to bring your child with diapers and/or pull ups until I feel like we are ready to transition into "big kid" pants. Once that happens, I might require plastic pants over the "big kid" pants for a while. During this timeframe, please make sure you send your child in clothes that are easy for him/her to remove (dresses and pants with elastic waists). Please make sure that I have at least 3 sets of extra clothes during this time also.

Due to health regulations, I can not wash out soiled clothes for you - I will put them in a plastic bag for you to take home to wash.

Website and Social Media:

Caution! Kids At Play Learning Academy has a website, a Facebook page and Instagram account. I post fun activities and upcoming events on our social media accounts. The website is www.cautionkidsatplay.com and you can "follow us" on social media at Caution! Kids At Play Learning Academy.

Yearly Conferences:

I schedule a yearly conference with each child close to his or her birthday. I use this dedicated time with you to celebrate your child's accomplishments over this past year, give you an understanding of what you can expect over the next year developmentally and to hear any concerns you might have. I also like to use this time to 'map out' a plan for what milestones you'd like to see your child achieve and create an individualized plan on how to help him/her achieve that. If you have any concerns that you feel need to be addressed before your child's conference, please bring it to my attention and we can schedule a time to meet.

Daily Structure/Schedule:

My Goals & Objectives:

To continue to provide a secure, loving and learning-rich environment by providing a balanced program where children can play and learn.

I want to provide the best possible educational advantage for children who are in my care that will help to prepare them for kindergarten and life experiences. Giving children the skills and school readiness that is needed will help them become successful students with a love for learning.

My Academic Philosophy:

I believe that children learn best when they are doing what they love - playing. I feel it is important to include all aspects of a child's life which include his/her primary language used at home and cultural beliefs. I do my best to follow the interests of the children and their developmental levels. I try to have a good mix between a structured plan (lesson plan) and non-structured (child selected) activities.

Curriculum & Lesson Planning:

I use Maryland State approved curriculums "The Investigator's Club" and Healthy Beginnings combined with the Maryland State Department of Education Pre-K Standards framework as a guideline as I plan my weekly lessons to include all children in our preschool program. I individualize my expectations for each child based on his/her needs and what is developmentally appropriate for each individual child at any given time.

I am constantly conducting formal and informal assessments on children and use information gleaned from those assessments to help me plan future lessons to help in both areas of needs and strengths of the children. I make sure I take into account the interests of the children at any given point. My lessons build on experiences and strengths the children currently possess and build new experiences and expectations from there to help increase their knowledge base and skills. Activities and experiences are intentionally planned and help support all the children's learning.

Just as I am always assessing and observing your child - I am sure you are also. If you ever have any suggestions for ideas or activities that you would like me to incorporate into my lessons I would love to hear them. Please feel free to talk to me at pick up time, email me or call me.

If your child is working with any type of a specialist, including Infants & Toddlers or Child Find, please feel free to report to me any suggestions the specialist might have in order to help your child be more successful. The more information you can share with me about your child the more helpful I can be in helping to build your child's strong foundation for future success. This is a team effort and I want to make sure you feel a part of the team!

I value input and ideas from all my parents. I like to incorporate activities in my daily plans that include activities in your child's primary language or that include a wide variety of cultural activities.

I work with your child in developing a good self-image and positive attitude toward his/her self; develop language and social skills, develop independence, encourage respect and compassion for others, have stimulating learning experiences and help prepare your child for kindergarten. Each day we work on our gross motor and fine motor skills, we work on building language skills, increase thinking and problem-solving skills, develop social skills, and increase his/her general knowledge through everyday play and exploration of their world around them. A lot of days, all this work will not "produce" something you can see, but rest assured your child did learn something here each day!

Your child will work or be offered to work on some sort of art activity each day, but he/she might not necessarily have something to bring home each day. With children it is all about the process and not necessarily the final product.

Child selected activities include the creation station (writing/art), the discovery center (math/science), library, blocks & transportation and dramatic play.

Through all these experiences your child will learn about . . . the alphabet, colors, cooperation, courtesy & manners, enrichment concepts, expressions of emotion - use of words, friendship, independence, numbers, positive self-image, problem-solving skills, respect for himself/herself as well as respect for others, respect for objects & property, responsibilities for tasks & of his/her actions, and shapes.

Caution! Kids at Play Learning Academy participates in "Let's Move Child Care". Children are encouraged to engage in at least 60 minutes of physical activity throughout the day. Activities involving movement are planned for each day as well as free play. In addition to what I plan daily during the fall and spring I also offer a 30 minute sports and fitness program weekly. I have an outside company provide this opportunity for your child(ren). The company provides a safe, fun and age appropriate activity each week. Through structured exercise it helps increase children's motor skills, eye / hand coordination and body balance. They build on skills from week to week and it is great seeing how the children progress each week and improve!

Daily Schedule:

- 8:30-9:00: Arrival & Morning Routine...**during the morning routine students are expected to take off his/her shoes, put his/her belongings away, wash his/her hands, sign in, answer the question of the day, say goodbye to his/her family, and pick a table activity. During the table activity students will be learning various literacy, math, science, art and /or fine motor concepts/skills.
- 9:15-9:45: Morning Meeting...**during the morning meeting, we review the calendar and schedule, read a book that focuses on our weekly theme and talk about our day. There is a lot of math embedded into our calendar time along with language and literacy during this time. We will use this time to discuss our day and to introduce/model any new centers / activities that are being offered.
- 9:45-10:15: Centers...**students are able to choose whatever center they would like to work in, either independently or with a friend. Students are allowed to stay in each center as long as they wish or change to as many centers as they wish during this time. Our centers include creation station (writing and art); discovery center (science and math); library, blocks & transportation and dramatic play. Themed activities are added to the centers every week. Skills and concepts that students are learning during centers are literacy, math, science, art, fine motors, social skills and problem solving.
- Small Group...**at some point during center time, students will work with me in a smaller group to learn various literacy, math, or science skills and concepts. New games and activities are also introduced / re-introduced at this time to ensure student success.
- 10:15-10:30: Snack...**provides many opportunities to explore math concepts and skills along with language and social skills.
- 10:30-11:30: Gross Movement...**provides many opportunities to encourage physical fitness...these opportunities will be outside as much as possible! On days when it isn't we will move and groove inside ☺
- 11:30: Dismissal...**students will put their shoes and jackets on and get their belongs ready to take home for the day.
- 11:30-12:00: Gross Movement continued...**play outside or inside depending on weather and lunch prep needed.
- 12:00-12:30: Lunch!**
- 12:30-1:00: Naptime routine...**Clean up for nap, read a story and get ready for nap time.
- 1:00-3:00: Nap time!**
- 3:00-3:30: Snack time**
- 3:30-4:00: Outside & Dismissal**

Our preschool day has a mix of student lead, play based and teacher directed lessons and activities. We infuse music & movement and outside play throughout our day and take into account the students' attention span. When possible we will take lessons/activities outside for the students to enjoy.

- ✓ This schedule is flexible to meet the needs of all children in care.
- ✓ Children with special needs adhere to this schedule as they are able.
- ✓ Developmentally appropriate activities are provided as indicated by their individual needs.

Child Assessments:

I have been trained to use Maryland State approved Early Learning Assessment Tool to assess students. This is an online assessment program. I assess children within their first 60 days of beginning in my program and then I assess them on a regular basis. The results of these assessments are shared with parents as needed, if I feel an issue needs to be addressed sooner than their conference we will discuss it as soon as it is convenient for both of us. I schedule conferences for each child near their birthday so we can celebrate their successes over the past year and plan goals for their next year. If you have any questions about your child's progress and development at any point and time, please do not hesitate to ask. If I can't discuss it with you at that point we will schedule a time convenient for both of us. In addition to "formal" assessments I will also conduct "informal" assessments such as anecdotal notes, observations, portfolios and developmental milestone checklists.

Developmental Screenings:

All children beginning at birth and throughout early childhood reach certain milestones. Routine developmental screenings and assessments are recommended in order to help children grow and reach their full potential. ASQ developmental screenings will be conducted within 30 days of enrollment. An ASQ screening is a quick screening form that I will provide to you to complete at home, you return to me to score and then we will discuss the results. After the initial screening, screenings will be conducted on a semi-annual schedule. Any concerns that parents/guardians may have, as well as myself, in regards to possible developmental delays will be addressed immediately.

Early Intervention/Special Education Services:

In an effort to help support your child with any additional support or services that he or she might need I ask that you provide me with a copy of any IFSP or IEP and that you communicate with me any recommendations made by early intervention or special education services so that I, or my staff, can give your child the support and care needed.

Snacks:

I am a member of the Child and Adult Care Food Program (CACFP) and follow their meal requirements for each age group to ensure all children are fed a nutritious snacks and lunch as well as water throughout the day.

I serve fresh fruits and vegetables daily in accordance to the CACFP guidelines. I only offer whole grain breads and crackers. Fats, sugar and salt is limited for all children in my program.

If your child requires a special diet due to allergies, medications, and/or cultural or religious beliefs that I can not provide, then it will be the responsibility of the parent to provide a well balanced snack for their child. Please no junk food, soda, gum etc.

Media & Computer Policy:

There is no screen time for children under two years of age. There is limited use of tablets and computers for children older than 2 years and older. Children are only permitted to view and engage in programs that relate to learning experiences.

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There is no screen time for children under two years of age. There is limited use of tablets and computers for children older than 2 years and older. Children are only permitted to view and engage in programs that relate to learning experiences.

Scholastic Reading Club:

Each month I will send home Scholastic book orders. Please do not feel obligated to buy anything. There are two ways you can order books. You can go online and place your order online. You will need to set up an account at scholasticbookclub.com and enter our classroom code which is **HM8NT** or you can order books using the paper form on the catalog I give you. If you are using the paper form please make checks payable to "Scholastic". The completed paper orders need to be turned into me. Once the orders are submitted it usually takes about two weeks to receive the books.

Child Abuse/Neglect:

It is the law and also my responsibility as an educator to report any case of suspected or known child abuse (physical, sexual, emotional, and verbal) or neglect to local law enforcement and Child Protective Services. Included in abuse or neglect would be unsafe transportation situations which would include a parent/guardian transporting a child(ren) under the influence of alcohol or drugs; or fails to use an appropriate car seat. If, in my opinion, a child cannot be safely transported from my home, I will ask the parent not to transport the child and I will proceed to contact someone else listed on the child's emergency card authorized to pick up the child. If the parent or guardian refuses to agree, and insists on transporting the child, I am required immediately to call the police to report the unsafe driving situation.

Just Playing

When I am building in the block room, please don't say I'm "just playing". For you see, I'm learning as I play, about balance and shapes. Who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm "just playing". For, you see, I'm learning as I play; I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel, or molding and shaping clay, please don't let me hear you say, "He is just playing". For, you see, I'm learning as I play. I'm expressing myself and being creative. I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience, please don't laugh and think I'm "just playing". For, you see, I'm learning as I play. I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as "just play". For you see, I'm learning as I play. I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at my school, please don't feel the time is wasted in "play". For, you see, I'm learning as I play. I'm learning to solve problems and concentrate. I may be in business someday.

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is "just play". I'm learning to follow direction and see differences. I may be a cook someday.

When you see me learning to skip, hop, run and move my body, please don't say I'm "just playing". For, you see, I'm learning as I play. I'm learning how my body works. I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today, and I say, "I just played", please don't misunderstand me. For you see, I'm learning as I play. I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow. Today, I am a child and my work is play.

~author unknown

Caution! Kids At Play Learning Academy Policy & Financial Agreement Contract

This contract is made between _____ and

_____ and Andrea L. Campbell dba Caution! Kids At Play Learning Academy for the

2020-2021 Preschool Year for

(child's name)

I agree to pay the registration fee of \$100 per year at the time of enrollment and

I agree to pay the preschool fees of \$_____ per week. I understand that tuition fees are due on Mondays regardless of my child's attendance.

_____ My child will attend the AM Preschool Program from 8:30 am - 11:30 am Monday - Thursday.

_____ My child will attend the AM Preschool Program from 8:30 am - 11:30 am on the following contracted days

_____ My child will attend the full day Preschool Program from 8:30 am - 4:00 pm Monday - Thursday.

_____ My child will attend the full day Preschool Program from 8:30 am - 4:00 pm on the following contracted days

I agree to abide by the late fees and policies set forth in the parent handbook.

I understand that by signing this agreement, I understand and will comply to all policies listed in the handbook.

(parent's signature and date)

(parent's signature and date)

Andrea L. Campbell, Owner / Operator