



*All Smiles Childcare*  
Where Learning is Made Fun!

## **2021 Parent Handbook**

**License # 252564**

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<b>Pg.1</b>	Home
<b>Pg.2</b>	Table of Contents
<b>Pg.3</b>	Our Mission, Handbook Guidelines
<b>Pg.4</b>	Admission, Waiting List Procedure
<b>Pg.5</b>	Notification Of Absence, All Smiles Right To Refuse Admission
<b>Pg.6</b>	Curriculum, Goals
<b>Pg.7</b>	Contract Addendum, Forms Required Before Admittance
<b>Pg.8</b>	Forms Required , Additional Requirements, Evacuation Procedures
<b>Pg.9</b>	Professional Development, Confidentiality, Family Practices
<b>Pg.10</b>	Collaboration with Other Professionals, Parent Procedures (Infant)
<b>Pg.11</b>	Breastfeeding Policy
<b>Pg.12</b>	Enrollment And Discharge of Enrolled Children, Communication
<b>Pg.13</b>	Child Abuse Policy, Facility Hours, Arrival Times, Rates, Payment
<b>Pg.14</b>	Rates, Payments, Fees
<b>Pg.15</b>	Purchase Of Childcare Vouchers
<b>Pg.16</b>	Holidays and Weather Related Closings
<b>Pg.17</b>	Discipline Policy
<b>Pg.18</b>	Health And Safety
<b>Pg.19</b>	Health And Safety Cont, Biting
<b>Pg.20</b>	Medication And Asthma
<b>Pg.21</b>	Fire And Emergency Drills
<b>Pg.22</b>	Alternate And Safe Location, Incident And Accident Reports
<b>Pg.23</b>	Accident Policy Cont., Toys And Electronics Policy, Meals
<b>Pg.24</b>	Television, Daily Activities
<b>Pg.25</b>	Daily Schedule
<b>Pg.26</b>	Court Orders Affecting Enrolled Children, Birthdays
<b>Pg.27</b>	Rest Period, Parent /Teacher Conference Request
<b>Pg.28</b>	Screening & Observation, Tracking Progress
<b>Pg.29</b>	Parent Permission Form
<b>Pg.30</b>	Intake Questionnaire Form (Pre K and Older), Contract Signature
<b>Pg.31</b>	Intake Questionnaire Form Cont.
<b>Pg.32</b>	Parent And Provider Signature Form
<b>Pg.33.</b>	Parent And Provider Signature Sheet

## ***Our Mission***

To provide a safe, nurturing educational, environment where children can build, learn, grow and have fun. All Smiles Childcare welcomes all children and is committed to providing developmentally appropriate early learning and developmental experience that support full access and participation of each child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

## ***All Smiles Childcare Provider-Parent Handbook***

Welcome! I am more than excited that you have decided to enroll your child with All Smiles Childcare. The following contract is to be read carefully by all Parents and/or Guardians. **The last page of the handbook must be completed and signed before care begins.** Parents and/or Guardians please keep the handbook for your reference. Please read over all policies before signing the contract. Parents are welcome to visit All Smiles Childcare at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, please provide a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center. You will receive a copy of the signed contract signature page within 1 week from signing, which acknowledges you have read the information and agree to abide by all rules and regulations. If you have any questions regarding fees, policies or practices, please feel free to email *Keia Kelly* at [AllSmilesChildcare@gmail.com](mailto:AllSmilesChildcare@gmail.com). If there are two parent households, please allow the other parent to sign the last page of the handbook as well. This contract is only good for 1 year. **All Contracts must be updated each year in order to be active.**

## ***Admission and Waiting List Procedure***

All Smiles Childcare does not discriminate against children or parents regardless of race, color, creed, sex, or religion. A waiting list may be maintained and children will be accepted from the list on a first come first served basis.

Upon arrival at All Smiles Childcare, the parent or the adult dropping the child off **MUST** sign the child into care on the sign-in sheet. Parents are required to help children put away their outerwear and get settled for the day. **(See addendum for changes because of Covid -19 Pandemic)**

Some children exhibit separation anxiety when it is time for their parent to leave. All Smiles Childcare expects parents to shower their children with love before they leave. Forms of showing children love can be in the form of a kiss, hug and/or simply saying “goodbye or see you later” to the child. The employee present will comfort and assist the child through anxious times. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The employees of All Smiles Childcare are available to discuss other options if the child does not settle into the arrival routine after a reasonable period.

Upon arrival, parents are required to follow the *Medication Policy* if a child must receive medication during the day.

Parents are required to notify our staff or facility Director of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter and verbally discuss them with either a staff member or facility Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

## ***Notification Of Absence***

Parents are required to inform our facility by 9:00 am if a child will be absent on a scheduled day. This will enable our facility to effectively maintain appropriate ratios and help staff members effectively plan for the day.

If your child is ill, we request that you notify the facility Director not only of the absence, but also of the nature of the illness. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the facility Director. Parents of the children remaining in the facility’s care can be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. All Smiles Childcare will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based on your decision to share, (or not) the reason for your child’s absence from school.

All Smiles Childcare strives to maintain an ample list of substitutes in anticipation of employee absences, however, there are times when substitutes are not available, and requires our facility to be closed in order maintain compliance with licensing regulations. Refusal to admit will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing our facility.

## ***All Smiles Right to Refuse Admission***

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of employees to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled with All Smiles Childcare.
5. Parents’ failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.

***Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.***

## **Curriculum**

Each child participates daily in periods of group activity, individual play, outdoor play, and quiet times. The curriculum used at All Smiles Childcare is the Creative Curriculum. The Creative Curriculum for Preschool is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity and lifelong critical thinking skills. All activities are developmentally appropriate and meet each child's physical, emotional, social, and cognitive needs. The imagination and curiosity of every child is valued.

## **Goals**

All Smiles Childcare strives to meet these goals for each child:

- 1.** Offer a curriculum which encourages social, emotional, physical and intellectual growth.
- 2.** Teach the child to relate to others, to value friendship, and to respect all people.
- 3.** Provide a safe, comfortable environment for early learning and growth processes.
- 4.** Help each child learn to develop self-discipline and independence and to deal with his/her emotions in an appropriate manner.
- 5.** Provide a well-balanced schedule of activity and quiet times.
- 6.** Provide nutritious snacks and lunches that contribute to the growth and development of a happy, healthy individual.

## ***Contract Amendment Statement***

All Smiles Childcare has the right to amend the contract and/or policies by giving the parent and/or guardians a copy of the revised policies at least 2 weeks before any changes go into effect.

### ***Forms Required Before Admittance***

**\*\*\*\*\* PLEASE READ CAREFULLY \*\*\*\*\***

**All forms below must be completed, signed and returned to the facilities Director before your child can start:**

- ***Health Inventory***
- ***Immunizations*** -attached to the Health Inventory  
All children are required to have a copy of their current and update shot records. Parents are required to keep their children's shots up to date. **\*\*Note:** If you have an infant attending All Smiles Childcare, please provide our facility with current shot records each time the infant goes to his/her doctor's appointment. The immunization book should be completed and submitted to the center. If you do not keep up with the immunizations your child will not be able to attend the facility.
- ***Emergency Form***- Please make sure that all information such as phone numbers are current and working. If there are additional adults allowed to pick up your child(ren) please attach an additional sheet listing the individuals. We will not release a child to individuals not listed on this form. **NO EXCEPTIONS!** If the individual is new and on the form, ID will be required.
- ***Medication Administration if applicable***- if your child is on more than one medication and you would like All Smiles Childcare to administer, please make sure that all medication is in its original container. You must complete one form per medication. For example, if your child has three different types of medication, you will need to complete three medication administration forms.
- ***"Your Guide to Licensed Child Care"***- is a summary of childcare licensing regulations. By signing this contract, you are acknowledging that the guide is posted in our facility.  
(The Parent Board)

- **Handbook/Contract Agreement Signature Sheet** -Please read all information in the handbook. There will be no exceptions and all policies and procedures will apply. **NO EXCEPTIONS!**
- A copy of parent(s) Maryland State Identification Card/Drivers License
- Meal Benefit Application and Enrollment Form
- Infant Formula/Breast Milk Meal Plan- **(Infants Only)**
- Enrollment Form
- Swimming/Wading Activity Permission Form
- Intake Questionnaire
- Parent Permission Form (Walking/Riding Field Trips)

### ***Additional Requirements***

Our facility opens at 7:00 am every day with a staggered entry for families. We ask that children are in attendance each day by 9:15am. Instruction time begins at 10:00 am. There will be no admittance in our facility after 9:15am unless accompanied by a doctors or dental slip. Parents are required to sign their child in and out each day.

**Each child will be required to bring the following items on the first day of care. Please label your child's items.**

- **One fitted crib sheet**
- **Small blanket for quiet periods**
- **A change of clothing appropriate for the weather,**
- **Diapers and wipes for infant/toddlers**
- **Pull-ups and wipes if in the potty- training transition.**

***Sheets and Blankets are required to go home on Friday and be returned on Monday morning.***

### ***Evacuation Procedures***

In case of emergency (fire/flood/otherwise), children and staff will be evacuated to my mother residence, located 3800 Enfield Chase Court Bowie, Maryland 20716. Emergency contact information will be transported along with us, so you will be contacted to pick up your child at the alternate location. The location can also be contacted directly by calling 240.334.2997.



## ***Professional Development and Support for Staff: Inclusion and Special Needs***

Training and support are provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receives an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

A child with special health care needs and/or disabilities will be accepted based on the ability of our facility and staff to meet those needs. All Smiles Childcare is a family child care facility but we will work with families and special service providers to meet the needs of all children. Children of all abilities are accepted into All Smiles Childcare and families interested in having their child attend the program will be given an equal opportunity for admission.

## ***Confidentiality***

Confidentiality applies to all verbal and written information about the potential enrollees and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Maryland law or when information is subpoenaed by the court.

## ***Family Centered Practices***

All Smiles Childcare acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. All Smiles Childcare will communicate with each family daily and host regular meetings to discuss the child's successes and challenges.

## ***Collaboration with Other Professionals***

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. All Smiles Childcare welcomes those professionals and works with them to assure the child's success. All Smiles is encouraged to provide services in the early childhood classroom environment and our facility works collaboratively to determine the best strategies to support the child in the group setting. All Smiles Childcare supports their teacher's participation in Individualized Family Service Plans (IFSP) and Individualized Education Programs (IEP). If your child has an IFSP or IEP, please provide a copy.

## ***Parents of Infants Procedures***

### ***PLEASE SIGN INFANTS/TODDLERS IN AND OUT EACH DAY***

Infants will be fed according to their individual schedule and will be held while bottle feeding.

Please remember to provide the following items:

**1.** If your infant has food allergies, a supply of specific baby food (unopened) and formula must be provided by the parent. Please be sure infant bottles include caps and are labeled with the child's name.

All Smiles Childcare does not provide infant formula.

**2.** Disposable diapers.

**3.** An extra set of clothing.

A daily record of your infant's activity will be recorded on our "**Infant Chart**" in the infant room for your viewing at the end of the day. Items will be recorded on this chart. If the parent has concerns or important information to relay to the center's infant room staff, it can be recorded in the "notes" portion of the infant sheet upon drop off in the morning.

**4.** There is a sample Infant Care Sheet enclosed within the packet for your review. You do not have to return this chart/sheet.

## ***Breastfeeding Policy***

All Smiles Childcare is committed to providing a breastfeeding friendly environment for our enrolled children and staff. All Smiles Childcare subscribes to the following policy:

### **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.**

Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.

### **A refrigerator will be made available for storage of expressed breast milk.**

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

### **Sensitivity will be shown to breastfeeding mothers and their child.**

The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom arrives. All Smiles does not provide baby food or formula. Babies will be held closely when feeding.

### **Staff shall be trained in handling breast milk.**

All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness. Staff will follow MDSE COMAR Regulations as it pertains to breastfeeding.

### **Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.**

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks.

### **Breastfeeding promotion information will be displayed in our facility.**

## ***Enrollment and Discharge of Enrolled Children***

All children will be enrolled for a trial period of one week. During the trial period, either the provider or the parent may terminate childcare without advance notice.

A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice).
- Lack of parental cooperation.
- Inability of childcare program to meet the needs of the child.

Keia Kelly-Director/Owner will consult with the parent concerning how problems can be resolved before ending the care arrangement. The parent will be referred to other community resources.

- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.

All Smiles Childcare will give a written *Notice of Intent* to discharge a child, and inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to pay childcare fees owed.

## ***Communication***

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with All Smiles Childcare staff to arrange a convenient time to have a phone conference during nap-time or in the evening, to give the issue the attention it deserves. To foster communication, on a regular basis, All Smiles Childcare, provides scheduled conferences, written newsletters and parental bulletin boards. To protect each family's confidentiality, All Smiles Childcare will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

## ***Child Abuse Policy***

All childcare providers are mandated reporters of suspected child abuse or neglect. If a childcare provider suspects a child has been abused or neglected, that employee is required to report the abuse or neglect to the director first, then child protective services or the police.

## ***Facility Hours And Arrivals Times***

All Smiles Childcare is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. All Smiles Childcare is CLOSED at 6:00 p.m. with exception of extended care. 9:00 am is the daily arrival cut off time, meaning there will be no entry after this time. Our learning day begins and we do not want any interruptions unless accompanied by a doctor or dental slip or an urgent emergency. After 6:00 p.m. late charges will be added. Please call and let us know by 8:30 a.m. if your child will be late or absent for the day. This helps staff to accommodate children and plan for lunch, activities etc. If the child is going to be late due to a doctor's or dental visit, please bring in a school slip for your child's record.

## ***Rates / Payment / Fees:***

All Smiles Childcare gives a 10% Sibling Discount

Registration Fee (Non-Refundable) .....	\$ 100.00
Infant Program .....	\$ 270.00 Weekly
Mobile Infant Program .....	\$ 250.00 Weekly
Pre- K Program .....	\$ 180.00 Weekly
(Potty Trained and Non- Potty Trained)	

Before & After Care .....	\$ 110.00 Weekly
(Virtual Learning Option due to COVID) Flat Rate.....	\$ 125.00 Weekly

Summer Care (4 Years and Older).....	\$ 170.00 Weekly
Extended Care .....	\$ 150.00 Weekly

***Payments are due Monday upon drop off of the child. If payment is not made upon drop off on Monday morning, your child will not be allowed to receive services for Monday morning or the remainder of the week.***

Parents will be charged additional fees for late pick up. Fees are as follows: **\$1 PER MINUTE AFTER THE TIME YOU'VE STATED AT THE END OF THIS CONTRACT! NO EXCEPTIONS. LATE PICK UPS FORCE ALL SMILES CHILDCARE STAFF INTO OVERTIME AND NON-COMPLIANCE WITH THE STATE.**

If there is an absolute emergency where you must be late with payment, there is a late fee of \$10.00 per day added for each day that payment is late up to 3 business days. After 3 business days the child will be terminated, and all fees and payment are still due for previous time enrolled. Children may not attend All Smiles Childcare unless FULL payment and ALL late fees have been paid. **THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.** Partial payments are not acceptable.

Persistent late payments are grounds for termination of childcare. Childcare spaces will be lost after one week of non-payment. ***(Late fees will still accrue until the account is paid in full)***. Acceptable forms of payment are: Cash, Checks, Online and Money Orders. Checks will be accepted only if they are from a local bank. If more than two checks are returned unpaid, only cash will be accepted from then on. There is a minimum \$35.00 fee for returned checks. Payments in the full weekly or biweekly agreed amount are still due when a child is not in attendance by fault of the childcare center or your personal decisions. *(For example, holidays, weather related closures and staff development days, parent vacations during these days' payment is still expected in full)* Parents and/or Guardians are responsible to all late payments, late fees. Parents and/or Guardians will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments, late fees and two weeks' notice.

## ***Purchase of Childcare Vouchers (POC)***

All Smiles Childcare accepts Purchase of Childcare Vouchers. The Purchase of Childcare Voucher Program provides assistance with payment for childcare to childcare providers. Families and households must be eligible for this program. Some eligibility factors include families who receive TCA (temporary cash assistance) those participating in a work activity or substance abuse program, parents who attend school or employment training, low income employed parents and former TCA participants who have found employment (they are eligible for extended benefits for one year as long as income meets POC guidelines).

When submitting a voucher to All Smiles Childcare, please make sure that you have read all instructions relating to your child's voucher. Once you have read instructions, please sign and date the parent signature box of all three voucher pages.

***Page 1-Provider Copy***

***Page 2-DSS Copy***

***Page 3-Customer Copy***

After the center director completes all three copies, you will receive the customer copy. Please retain for your records. Each voucher has a start and finish/expiration date. Parents are responsible for providing a new voucher before their current voucher expires. All Smiles Childcare will provide a 30-day notice before the voucher's expiration date. If a new voucher is not submitted and the old voucher expires, the parent will be responsible for paying the rate for their child's care or the child will not be allowed into care until a current voucher is submitted. Parents are responsible for all co-pays relating to cost of care and must pay every Monday, unless otherwise discussed with the director. Parents are responsible for communicating with the director as far as enrollment. If a parent has no intention to send their child back after a voucher is about to expire, they are still required to submit a two -week notice of child's last day of care. All Smiles Childcare does not accept *Letter of Guarantee from The Department of Social Services*.

## ***Holidays And Closings***

All Smiles Childcare will be closed on all major holidays and notification will be given well in advance of any other closed days such as Staff Development or Childcare Cleaning Days. It is the parent's responsibility to find alternate care if needed during those times.

***Note:*** All payments are still due for closings at the regular rates for Holidays and All Smiles Childcare Professional Development Days

All Smiles Childcare will be closed on the following holidays and Staff Development Days:

- ***NEW YEARS EVE***
- ***NEW YEARS DAY***
- ***MARTIN LUTHER KING DAY***
- ***EASTER\*EASTER MONDAY (Easter is Sunday)***
- ***MEMORIAL DAY***
- ***INDEPENDENCE DAY (4TH OF JULY)***
- ***LABOR DAY***
- ***THANKSGIVING WEEKEND (THURSDAY AND FRIDAY)***
- ***CHRISTMAS EVE***
- ***CHRISTMAS DAY***
- ***TWO STAFF PROFESSIONAL DAYS IN AUGUST***

## ***Weather Related Closings:***

All Smiles Childcare follows Anne Arundel County Public School System for weather related closings.



## ***Discipline Policy***

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g. "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others. All Smiles Childcare understands that there will be times when a child's behavior will be negative. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal. At these times, we will stay calm and will do whatever we can to soothe your child. Sometimes this could mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and will not hesitate to call you if we feel that it is necessary.

"Taking a break" may be used when other techniques have not been successful. A time-out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will not exceed the age of the child. Staff will stay with the child and talk about what behavior was unacceptable, and what else she/he might have done or said instead. The child will be praised after completing the time-out and will be helped to rejoin the group. We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. The Director or Staff will call the parents to discuss the problem. When a child has repeated behavior problems or hurts another child or teacher, the Director will call the parents to pick the child up from the center for the rest of the day. If the child makes the learning environment unsafe for others, parents will need to find other means for childcare. Prohibited actions will not be tolerated.

## ***Health And Safety***

Children who are ill will not be accepted into our facility. The following are examples of children who are ill:

- ***A temperature of degrees 101F or higher.***
- ***Vomiting or diarrhea has occurred more than once in the past 24 hours***
- ***A contagious disease such as chicken pox, strep throat or pink eye***
- ***An unidentified rash***
- ***Has a constant, thick, colored nasal discharge***

If a child becomes ill while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up as soon as possible. If the child is not picked up within one hour, the emergency contact person on the child's enrollment form will be called. Children may return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return to childcare.

I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from childcare as adapted from the Department of Health and Mental Hygiene. I will report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

I have been authorized by the licensing agency to provide care for mildly ill children. This means I may care for children who have a common, temporary illness that is non-progressive in nature and is not considered a communicable disease by the Anne Arundel County Department of Health and Mental Hygiene and Anne Arundel County Office of Childcare. Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up from the center. All staff has received training in first aid and CPR. All Smiles Childcare will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. If there is a need for emergency medical treatment, 911 will be called and the child will be taken to the nearest hospital or urgent care center. Should an

ambulance be needed, parents will be responsible for cost. Parents will be contacted as soon as possible after contacting 911. If possible, we will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

***Parents are required to pick up sick children within 45 minutes of notification by phone.*** Parents are responsible for arranging alternative pick-ups in the case of sickness and other emergencies. Parents are responsible for providing valid emergency contacts on the child's Emergency Form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will then contact the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

## ***Biting***

All Smiles Childcare recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of All Smiles Childcare cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## ***Medication and Asthma***

According to *MSDE* and *COMAR* regulations, we cannot administer any medications without the completion of a medical form or Asthma Action Plan. Parents please complete the forms and have doctor to complete these forms if your child has a medical condition. We cannot administer MEDICATION if paperwork is incomplete. If you need a form please ask the center director.

All Smiles Childcare can only dispense over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions **ONCE PER DAY**. All Smiles Childcare will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form. Medication Forms can be obtained from your center director. Medication Forms, doctor's notes and medication are to be turned into the center director.

All Smiles Childcare can dispense over the counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. ***(One note and bottle of fever reducing/pain medication is required per child.)*** Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

## ***Fire And Emergency Drills***

All Smiles Childcare conducts monthly fire and emergency /evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire and emergency drill or real fire and emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire and emergency, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/. emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## ***Alternate Safe Location***

In the event of a disaster or dangerous situation which may resort in the evacuating from either of our locations, the staff and children will drive to the location designated in our evacuation plan located on the Parent Boards at each site (3800 Enfield Chase Court Bowie, Maryland 20716) Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## ***Incident and Accident Reports***

Should your child be involved in an incident or accident during the school day, a staff member will complete an Incident/Accident Report.

## ***Accidents***

Whether indoors, on the playground, or on a walk outside the facility, the children are watched carefully. Accidents, though, occasionally occur. All accidents or incidents are recorded on the Accident/Incident form required to be signed by a parent. Any accident is reported to the parent. If emergency medical care is necessary, the Director may take the following steps:

- 1. Attempt to contact parent or guardian.*
- 2. Attempt to contact the child's physician.*
- 3. Attempt to contact the parent or guardian through any of the other persons listed on the emergency information form you complete upon admission.*

If we cannot contact you or your child's physician, we will do any or all of the following:

- 1. Call another physician.*
- 2. Call an ambulance.*
- 3. Have the child taken to nearest hospital. Any of the expenses incurred will be the responsibility of the child's parents or guardian.*

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident report at pick-up. All Smiles staff will briefly discuss the matter with you. However, should you feel it necessary to have an in depth discussion or meeting, we will schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

### ***Toys and Electronics Policy***

Toys and electronics are a distraction and are not to be brought to the facility. Please do not allow your child to bring toys or electronics to child-care unless specified by teacher for “Show and Tell.” If toys are brought, they will be taken and not returned to child until parent pick up. The only time toys and electronics are accepted is at Show and Tell times and parents will receive notice when those days arrive.

***All Smiles Childcare is not responsible for outside toys or electronics. We will not replace broken or misplaced toys or electronics brought into the facility due to not following this policy.***

### ***Meals***

All Smiles Childcare participates in the Maryland Food Program. All Smiles Childcare will provide meals which consist of breakfast, lunch and afternoon snack. Breakfast will be served between 7:15am-8:30am. Lunch will be served from 11:00am-11:30am. Afternoon snack will be served from 3:15pm-3:45pm. If your child has special dietary needs (medical condition) or have food allergies, parents must notify the center with a doctor’s slip. Under certain circumstances such as dietary needs, parents will need to supply food for their child.

## ***Television Policy***

All Smiles Childcare aims to limit screen time (Television) in the child care setting. Specifically, staff will not allow no more than one (1) hour of non-educational/educational screen time per day, or no more than five (5) hours per week in their schedule. Screen time will be utilized as part of a themed lesson as an additional education approach towards learning. All Smiles Childcare will not allow screen time for infants/toddlers (6 weeks-24 months). See Schedules

## ***Daily Activities***

All Smiles Childcare will plan activities and provide children with a variety of experiences. Some of the activities will include:

- **Language Development:** Books, music, story time, finger plays, flannel board stories
- **Large Muscle Skills:** Balls, hula hoops, bean bags, swinging, outdoor play
- **Small Muscle Skills:** Arts / crafts, stringing beads, pegboards, blocks
- **Creative Expression:** Dramatic play, puppets, music / instruments, flannel board
- **Self-help Skills:** Assist with mealtime preparation, dress self for outdoors
- **Literacy Skills:** Books, story board, alphabet and writing games

*Fun and Play* is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment. I will plan activities and provide children with a variety of experiences. Some of the activities will include:

Children will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

- *Heavy rain*
- *Temperatures above 90 degrees F.*
- *Wind chills of 0 degrees F. or below for children aged 2 and above. There is an outdoor play space on the premises of the center.*



## **All Smiles Daily Schedule**

*Daily schedules are subject to change to meet the individual needs of children.*

<b><u>Time</u></b>	<b><u>Activities</u></b>
7:00 AM - 8:00 AM	Greeting/ Free play
8:00 AM - 8:15 AM	Hand washing/ Restroom/ Transition
8:15 AM - 8:45 AM	Breakfast Prep/ Breakfast
8:45 AM - 9:00 AM	Teacher Directed Activity
9:00 AM - 9:15 AM	Morning Circle
9:15 AM - 9:30 AM	Music and Movement
9:30 AM - 9:45 AM	Language/ Reading Readiness
9:45 AM - 10:00 AM	Hand washing/ Restroom/ Transition
10:00 AM - 10:15 AM	Math
10:15 AM - 10:45 AM	Arts and Crafts
10:45 AM - 11:15 AM	Outside/ Large Motor
11:15 AM - 11:45 AM	Hand washing/ Restroom/ Transition
12:00 PM - 12:30 PM	Lunch Prep/ Lunch
12:30 PM - 12:45 PM	Lunch Clean -up/ Hand-washing
12:45 PM - 2:30 PM	Nap/ Rest Period
2:30 PM - 2:45 PM	Hand Washing /Restroom/ Snack Prep
2:45 PM - 3:15 PM	Snack
3:15 PM - 3:30 PM	Afternoon Circle/ Theme Lesson Review
3:30 PM - 4:30 PM	Learning Centers-Choice
4:30 PM - 5:00 PM	Story time
5:00 PM - 5:15 PM	Manipulative's and/or Puzzles
5:15 PM - 5:30 PM	Outside/Large Motor
5:30 PM - 6:00 PM	Free Play/ Parent Pick-up/Closure

## **Court Orders Affecting Enrolled Children**

In cases where an enrolled child is the subject of a court order. (ex... Custody Order, Restraining Order, or Protection from Abuse Order) All Smiles Childcare must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with All Smiles Childcare, both parents shall be afforded equal access to their child as stipulated by law. All Smiles Childcare cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, All Smiles Childcare suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, All Smiles Childcare is obligated to follow the order for the entire period **OF THE ORDER**. Employees of All Smiles Childcare cannot, at the request of anyone except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. All Smiles Childcare will report any violations of these orders to the court.

## ***Birthdays***

Parents are welcome to provide treats (please, no candy) for their child's birthday. If you do not choose to do this, the staff will still make every effort to make your child's day special. If you bring treats, please do not bring any treats containing peanuts or any nuts as we have allergies in the Center.

### ***Rest Period***

A rest period is part of the daily schedule for each age group. The child is encouraged, but not forced, to sleep during this time. A mat is provided for each child. Cribs for infants are provided.

### ***Parent/Teacher Conference Request***

Our calendar year runs from September thru June each year. During week 2 of September, week 2 of December and week 2 of May, each child will complete a small assessment created by All Smiles Childcare. The assessment will be administered by the child's teacher. One week after the All Smiles Assessment is given, the teachers will host conferences to review the assessment with families in week 3 of each testing month (September, December and May). A Friendly Reminder Notice will be sent via paper to each child's home. Parents will be instructed to come into center to sign up for conferences during the week of assessments. If a parent requests a separate conference outside of the one listed above, the parent should notify the teacher within 3 business days in order for the request to be filled.

## **Screening Tool Info (ASQ) Observations**

Meet ASQ-3-All Smiles Childcare will use ASQ (Screening tool) The Ages & Stages Questionnaires Third Edition (ASQ®-3) pinpoints developmental progress in children between the ages of one month to 5 ½ years. Its success lies in its parent-centric approach and inherent ease-of-use—a combination that has made it the most widely used developmental screener across the globe.

Evidence shows that the earlier development is assessed—the greater the chance a child has to reach his or her potential. ASQ-3 questionnaires

- are available in Arabic, Chinese, English, French, Spanish, and Vietnamese
- take just 10–15 minutes for parents to complete and 2–3 minutes for professionals to score
- capture parents' in-depth knowledge
- highlight a child's strengths as well as concerns
- teach parents about child development and their own child's skills
- highlight results that fall in a “monitoring zone,” to make it easier to keep track of children at risk
- can be completed at home, in a waiting room, during a home visit, or as part of an in-person or phone interview.

## **Why Do We Observe Children's Development?**

Observing the children will help us to better understand the strengths and weakness of each individual child. Observations can then guide programming and help us adjust our facility's environment to improve a child's behavior and facilitate learning. Regular observation and careful analysis of a child's behaviors and personality traits can also help build a stronger relationship with each child and connect with them in a more meaningful way.

## **Tracking Progress**

Once the staff begin to observe children in an early childhood education setting, All Smiles will be able to monitor the progress of each child's development over time. Some of the most important skill categories to observe in children's' development and track important changes include:

- *Cognitive*
- *Social*
- *Physical*
- *Emotional*
- *Language*

## ***Parent Permission Form***

Please initial next to the items that you are giving consent. If a parent does not consent.

### **Walking/ Riding Field Trips**

\_\_\_\_\_ I give permission to the center to take my child on supervised walking excursions.

\_\_\_\_\_ I do not give permission to the center to take my child on supervised walking excursions.

\_\_\_\_\_ I give permission to the center to take my child on supervised excursions where transportation is provided.

\_\_\_\_\_ I do not give permission to the center to take my child on supervised excursions where transportation is provided.

### **Photographs**

\_\_\_\_\_ I give permission to the center to take photographs of my child and to use them only for childcare purposes. This also includes use of photographs on the center's website and all social media pages if applicable.

\_\_\_\_\_ I do not give permission to the center to take photographs of my child and to use them only for childcare purposes and reasoning. This also includes use of photographs on the center's website and all social media pages if applicable.

**Intake Questionnaire Form (Pre K and Older)**

**Child's Name** \_\_\_\_\_

Please answer the following questions to help us get to know your child better.

Please list all the child's siblings (Name and Age):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Is the child yours from birth or adoption?  birth  adoption

With whom does the child live with?  mother  father

other, name and relationship to child: \_\_\_\_\_

Is your child toilet trained?  Yes  No

What is your child's favorite color? \_\_\_\_\_

What is your child's favorite food? \_\_\_\_\_

What is your child's favorite activity to do with one or more persons?

\_\_\_\_\_

What is your child's favorite activity to do by himself/ herself?

\_\_\_\_\_

Things you are concerned with about your child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does your child get along with other children and adults?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other things we should know about your child:

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Why did you choose our facility for your child care needs?

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Briefly describe your family's race, religion, home language, culture, and family structure. This information will be used to personalize lessons and circle time:

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Special needs: \_\_\_\_ Yes \_\_\_\_ No; if yes, please also provide the Individual Educational Plan (IEP) at the time of enrollment.

## ***Parent And Provider Signature Sheet***

This form should be completed and turned in to the director.

***By signing this agreement, parents and/or guardians and provider agree to abide by the written policies as stated in the handbook provided by All Smiles Childcare.***

This agreement is made between All Smiles Childcare, Inc and

\_\_\_\_\_, Parent and/or Guardian  
of (Child'sName)\_\_\_\_\_.

The following has been agreed upon between the two parties. I have read, agreed to, and received a copy of the Parent's/Provider Handbook. I understand that disregarding these policies can result in termination from All Smiles Childcare, Inc.. I understand that I must follow the termination policy as it is written in the Parent's Handbook.

I agree to the weekly rate of \$\_\_\_\_\_, to be paid every **Monday** in advance for my child(ren). Our start date will begin \_\_\_\_\_, **2021**. Our family agrees to the arrival time of no later than **9:00 am** and to contact the facility by **8:30 AM** in the case of a child's absence. Evening pick up times not followed will result in late fees of **\$1.00 per minute**. Any added time before or after those times will be discussed beforehand or will be subject to late pickup fee.

This agreement shall be in effect until the time the above parent and or guardian and provider has given termination notice in accordance with the Parent Handbook policy, or negotiation of a new contract. Any contract prior to this one are null/void. This contract is good for 1 year and must be initialed each year to be valid.





**THIS AGREEMENT AND THE PARENT HANDBOOK WHOLLY STATES THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING.**

\_\_\_\_\_  
All Smiles Childcare Director

\_\_\_\_\_  
Date

Both Parents Must Sign Or Parent/ and/or Guardian With Sole Custody Of The Child:

\_\_\_\_\_  
Parent and/or Guardian #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent and/or Guardian #2

\_\_\_\_\_  
Date

**By signing above, parent(s) and or guardian acknowledge that they have a copy of the handbook and will receive a copy of the signature page within 24 hours of signing.**

