



LITTLE SCHOLARS EDUCATION
Play with a Purpose

Little Scholars Education Parent Handbook 2026/2027

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5. Termination from Camp – Ongoing or severe behaviors may result in permanent removal from the program. No refunds will be issued in these cases.

We understand that children may have unique needs and will make reasonable efforts to support positive behavior. However, our top priority is maintaining a safe and structured environment for all participants.

By enrolling in StemFit Kids Camp, you acknowledge and agree to support our behavior expectations and disciplinary procedures.

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INTRODUCTION Welcome to Little Scholars Education Home to Little Scholars Child Development Centers and Stemfit Kids Indoor Family Fun Center.

The early childhood years are an incredibly special time in your child's development. At Little Scholar's we are committed to providing the highest quality of care to aid in the growth and metamorphosis of nurturing the whole child. Providing a safe environment while, incorporating and developing skills in all areas of development is our highest priority.

Little Scholars Centers are open 12 months a year from 7:00-6:00pm Monday through Friday. On occasion we are open for special community events on weekends and for parent night out events. You will be asked to designate you child's hours of attendance at the time of enrollment, this ensures that you pay only for the hours of care that you need. A closing schedule will also be included at the time of enrollment.

Stemfit Kids are open for Aftercare during the school year from 2:30-6:00pm. We will be open on non-schools days *Please see calendar for list of dates. Camp hours are from 6:45-6:00pm

Our mission is to educate young minds through meaningful experiences, and nurturing care that focuses not only on the aspect of learning but reaching developmental milestones and academic skills through rich purposeful play experiences.

In our play-based focused environment, we facilitate play and learning in a safe, stimulating, and nurturing atmosphere. Our highly trained staff are trained in hands on guided play learning, where students can comprehend, and master skills while having safe, fun unique experiences. Children will leave our program with a unique perspective as we provide experiences beyond the typical daycare program. Aspects of environmental awareness like gardening, SED (social emotional development &

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awareness), and hands on in-house field trips each month go hand in hand with academic learning. We believe that focusing on the whole child's development is essential to every child's healthy growth.

You, the parent are very important to the Little Scholars team. Teachers and parents must work together and create a strong community for children to thrive. We welcome and encourage open communication, please know that your ideas and input are welcomed.

We look forward to having you and your child become a part of the full and enriching Little Scholars Community.

To facilitate greater understanding between parent(s) and provider, we have created this handbook covering childcare philosophies, business policies and expectations. Please read this carefully, and feel free to discuss with the Director any questions that you may have.

ADMITTANCE POLICY Parents wishing to enroll their child(ren) to Little Scholars must first schedule a tour of our facility and interview with our Director. (Please note, that all children that will be enrolled must attend the tour. Our school is small and close-knit and it is imperative that any new family accepted to our preschool understands and believes in our unique philosophy and environment. Communication is of the most importance, not only for the betterment of your child's care and education, but for the school environment as well. Educators are on the same team as parents, and if the dynamics of the two groups do not flow effectively, your child will not develop to his/her potential. An interview allows both parties to decide if our school is the best fit for each family individually. Please note that we do accept children who are not immunized.

EDUCATION STATUES: Little Scholars does not discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(2) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(3) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that

the program or school discriminated against the student, regardless of the outcome of the complaint.

(c) An entity listed under subsection (a) of this section shall print in its student handbook the following statement:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

WAITING LIST Little Scholars is a unique preschool environment. As such, admittance to our school is in high demand. If our class is at capacity, you may place your child on our waiting list, and as soon as an opening becomes available, you will be contacted. Siblings of current students will be given priority. To be placed on the list, simply fill in the Letter of Intent located at the last page of this handbook or at our website **www.littlescholarsedu.com**. When enrollment is offered to an applicant, we require a decision within 48 hours. If enrollment is not accepted, the applicant will be removed from the waiting list. If at a later date it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed and applicant will be placed on

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the waiting list based on the date recorded on this new form.

Our Mission

- **We are dedicated to help children develop a love of learning in a safe and secure environment.**
- **Our teachers are fully involved in curriculum development for each classroom, and create activities and learning experiences that allow children to learn and explore the world at their own pace.**
- **We will make the transition from home to school a smooth and positive experience.**
- **Each child is treated as an individual and aided to progress according to their own needs and rate of development.**
- **Our number one priority is providing every child with a loving and caring atmosphere conducive to the development of self-esteem, confidence, creativity and a love of learning.**

A Child's Bill of Rights

- **Little Scholars pledges to honor and recognize his children's bill of rights.**
- **Every Child in our program has the right to be respected as an individual with concern for his or her own interest, handicaps, special talents, and individual style and learning pace of learning.**
- **Every child has the right to a calm, warm, loving and nurturing environment is freely given so that a child feels valued and secure and thus is able to develop positive self-esteem.**
- **Every child has the right to personal attention, a relaxed atmosphere and freedom of choice in their daily activities.**
- **Every child has the right to clean and safe environment in which to spend their day.**
- **Every child will be provided with opportunities for creativity, exploration, learning, and development in language skills, gross and fine motor skills, cognitive, social/emotional and psychosocial maturation.**

COMMUNICATION Good communication between parent and provider is essential to any childcare program. When a new family joins our class, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar child care philosophy. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours.

To further facilitate communication between parent and provider, a Daily Letter and monthly calendar will be provided to you. These items will explain some of the activities and happenings within our classroom, the current curriculum topics, upcoming events, closures, or any other pertinent, fun information that may be of interest to our families.

ENROLLMENT POLICY Enrollment is open for any child ages 18months to school age years of age and is granted without discrimination with regard to sex, race, color, religion, or political belief. All paperwork must be completed prior to enrollment. Upon receipt of the enrollment packet, and registration fee, placement will occur on a first come first basis. Children are grouped by both age and developmental level.

There are several forms that we must have completed and in our possession before we can assume the responsibility of caring for your child. **NO EXCEPTIONS.** This is required by the state and if children's files are incomplete, it can cause us to lose our license. All forms must be updated every year, sometimes sooner, according to need. The forms are as follows:

- Signed Contract
- Emergency Medical Authorization Form
- Child's Health Record (will need to be filled out by a physician)
- Enrollment Form
- Sunscreen/Field trip Permission Slip
- Media Use Form
- Pick-Up Authorization Form
- Allergy and Food Preference Form
- Immunization Form

You are required to keep the center informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask. we do not accept non-immunized children, at this time.

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Each child enrolled in the Little Scholars must have an updated school record with all state and required forms. This file is confidential, and will be shared with other staff members only as required to meet the needs of the child. The parents must review emergency contact information at least every 6 months for accuracy. Immunization records must comply with the Maryland Department of Education requirements. Medical records are required to be updated annually, or whenever the child's immunization status changes. Exemptions for immunization requirements must meet criteria specified by the Maryland State Department of Education relating to Exclusions from Compliance. -

INCLUSION POLICY At Little Scholars we believe in creating a atmosphere where all children and families can feel welcomed. This includes adhering to the American with disabilities act. We do not discriminate based on children's disabilities. We are a full inclusion program that accepts children with disabilities.

We incorporate materials and activities that are age appropriate and can be adapted to children based on their abilities. In addition, we incorporate opportunities for family engagement, and fostering social acceptance and interactions in the classroom.

Our program provides both informal and formal assessments three times a year. We work with outside agencies for students that need extra assistance, and work with children that have IEP's and IFSP's . We will make reasonable accommodations to ensure that all students can participate in the curriculum. We currently work with infants/toddlers, Child find, and Champs to provide behavioral, speech, physical and occupational services to families.

We have received the following specialized training to support children with special healthcare needs or disabilities: Our staff has completed training to include: American with disabilities Act (ADA) Developmental Screenings

We are a Full Inclusion Daycare. This means that we accept children with special needs. It is our mission to provide child care to a wide range of children of all ethnic diversities, all ages, keeping in mind the inclusion of children with needs that are different. We pledge to sustain a welcoming environment for all students by:

- Be responsive to each child's individual capabilities and needs.

- Provide materials and equipment that are appropriate and adapted for children of varying abilities, interests and needs;
- Provide a that includes rich opportunities for play and is responsive to the needs of the whole child-including cognitive and language, socio-emotional and physical development;
- Provide daily schedules that allow children to explore and develop sustained engagement with materials and peers and support individualized transitions from one setting to another;
- Foster social interactions, and collaborative projects, interdependence, and independence.
- Provide opportunities for family involvement in program planning and implementation and program activities for children and family members that reflect cultural diversity.
- Provide continuous ongoing program evaluation to assure that inclusive practices are being followed and goals for children are being achieved.
- To meet the needs of individual children, and to make sure all children are able to participate in each activity, I/we * Be responsive to each child's individual capabilities and needs
- Provide materials and equipment that are appropriate and adapted for children of varying abilities, interests and needs;
- Provide a that includes rich opportunities for play and is responsive to the needs of the whole child-including cognitive and language, socio-emotional and physical development;
- Provide daily schedules that allow children to explore and develop sustained engagement with materials and peers and support individualized transitions from one setting to another;
- Foster social interactions, and collaborative projects, interdependence, and independence.
- Provide opportunities for family involvement in program planning and implementation and program activities for children and family members that reflect cultural diversity.
- Provide continuous ongoing program evaluation to assure that inclusive practices are being followed and goals for children are being achieved.

Some children in our program receive support from outside agencies. We do request that families provide information that will improve their children's ability to succeed in the program including, Individual Family Service Plans (IFSPs) and Individualized Education Programs (IEPs). All families

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have the right to provide the entire IFSP/IEP, to provide portions of it, or to decline providing the document. Sharing these documents will assist the program in meeting children's needs and allow the program to work effectively with families and service providers, for example, speech, occupational, and/or physical therapists. Our program partners with both the Infants & Toddlers program, and Child Find to provide children with special needs assessments and other support services.

TRIAL PERIOD The first two weeks (14 calendar days) of the child's enrollment will be considered a trial period. During that time the parent or program may terminate the childcare agreement at any time. After the trial period is complete, three weeks written notice is required to terminate the agreement (see Termination Policy).

TUITION/PAYMENT PROCEDURES An annual registration/activity fee of \$150.00 is payable upon enrollment and annually when the child is re-enrolled for the new school year. This includes all fees for all in-house field trips and activities. There are no other book, tuition or summer camp fees charged during the course of the enrollment year.

Tuition is paid on a weekly basis, and is due on the Friday before the following school week. The tuition weekly fee covers 9.5 hours of care for any additional hours an additional fee will be added to the weekly fee. Payments can be made via check or via Brightwheel app (automatic payments can also be made). We do not accept cash at this facility. Late payments will incur a fee of 10\$ per day, if you need to make special arrangements or are having issues paying your tuition please contact the director. There will be a service fee of \$35.00 for each check returned by the bank. This fee is due at the time of notification. After 1 week of non payment the child may not return to the program until the full tuition and the fee charges incurred are paid in full.

Tuition Requirements

Tuition is due **every Monday by 5:00 PM**, regardless of attendance, holidays, illness, or center closures.

All families are required to maintain a **zero-balance account** in order to receive continued care.

Non-Payment Policy

To protect staffing, ratios, and operations, the following procedures will apply:

1. One Week Past Due = Immediate Non-Care Hold

- Accounts that are **one week past due** will automatically be placed on **Non-Care Hold**, meaning the child **may not attend** until the full balance is paid.
- Partial payments **do not** lift a non-care hold.

2. Two Weeks Past Due = Possible Termination

- Accounts unpaid for **two consecutive weeks** may result in termination of enrollment and referral to collections.

Return to Care Requirements

A child may only return to the program when:

- All outstanding balances are paid in full**, including any fees.
- A payment plan (if granted) is **signed, approved, and current**.
- Tuition moving forward is paid **in advance** if required due to past payment issues.

The center reserves the right to require **prepaid tuition** for families with repeated payment issues.

Scholarship, Voucher, and Subsidy Families

To remain in good standing:

- All **co-pays must be paid weekly**, no exceptions.
- Failure to pay co-pays will result in a **Non-Care Hold** just like tuition-paying families.
- If a scholarship lapses or is lost due to missing parent paperwork, the **full tuition becomes the**

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parent's responsibility until scholarship reinstatement is confirmed in writing.

- The center will **not hold** a child's position while waiting for scholarship processing unless tuition is paid out of pocket.

Late Tuition Fees & Administrative Charges

To support administrative time and repeated follow-up:

- A **\$25 administrative fee** will be applied for each week tuition is late.
- A **\$35 returned payment fee** will apply for any declined or returned transaction.
- Repeated late payments (three or more in a 12-week period) may result in:
 - Required **prepaid tuition**,
 - **Revocation of any payment plan**, and
 - Possible **termination of enrollment**.

Payment Plans

Payment plans may be offered at the center's discretion. They are:

- **Not guaranteed**
- Must be **signed and followed weekly**
- Automatically voided if a payment is missed
- Do not prevent the center from issuing a **non-care hold** if tuition is still not current

Failure to follow a payment plan will result in the balance being immediately due.

Non-Payment Collections

Balances not paid after termination may be:

- Sent to a **collections agency**,

- Reported as delinquent,
- Subject to legal action where permitted.

Families are responsible for any additional costs associated with recovery of the debt.

Parent Acknowledgment

Enrollment in the program serves as acknowledgment and acceptance of this Tuition & Non-Payment Policy. Families agree to remain current and understand that care will not be provided when tuition is unpaid.

Discounts & State Assistance

A family discount of 10% will be applied towards the one child's full time tuition if more than one child is enrolled full time. There is no credit for scheduled school closings and holidays, children's illness, or school closings due to inclement weather and acts of God.

A 10% discount on one student tuition will be given to military, veteran, government employees, and medical essential employees.

*Please note that there is one discount per family in the event that both sibling and employee status are applicable.

Maryland Scholarship Program: We participate in the Maryland scholarship program. If you need state assistance in helping to pay for care, we can help you. Co-payments under scholarship are due Monday. Please note that any payments not covered by the state is the responsibility of the parent, and will be reflected on your Brightwheel account. Failure to pay balances not paid by the state will incur your child being terminated from the program with interest on any balances and legal actions to collect the debt.

There will be a late fee of \$10 for each day that payments are not received. Repeated late payments may be grounds for termination.

A late fee equal to \$10/per child/per each 15-minute interval that pick-ups are late, from the contracted hours, will be charged. Example: 1 - 15 minutes late, you owe \$10 per child; 16 - 30 minutes late, you owe \$20 per child. Late fees will be added to your account and must be paid with the following week's tuition. This will be strictly enforced, and habitual tardiness may result in termination of services. If a parent or other pre-authorized person cannot be reached after closing and your child remains at

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our school longer than 3 hours past closing, the local county department of Social Services or police will be called. During this time, I will provide appropriate activities and snacks for your child.

HOURS OF OPERATION Normal hours of operation are Monday-Friday 7:00-6:00pm Annapolis 7:15-6:00pm Occasionally Sat/Sun hours

Add-ons or schedule changes may be accepted to our daily schedule only if there is a position open for that day, and they will be accepted on a first come, first serve basis. The only purpose for accepting add-ons or schedule changes will be as a service to our families. Please remember that schedule changes of this nature create some disruption to our normal schedule. Please provide as much notice as possible, so that we can accommodate for meals, sleeping arrangements, and any changes in activities that may need to occur.

We maintain an open door policy for parents during preschool hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate you taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

Open door policy does NOT mean that our doors will be kept unlocked. We believe that it is extremely important to keep the doors locked for the safety of the children. We do not want unwanted or unexpected visitors to enter without our permission or knowledge. We also do not want little ones leaving the house unsupervised. The side gate that parents enter our school through also contains a warning buzzer, to alert us when someone opens the gate. This is another higher level safety precaution we take.

ARRIVALS and DEPARTURES It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief as the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Upon arriving each morning, children must be signed in on the appropriate sheet in the foyer area. Please assist your child with hanging their backpack on their name hook.

*Please note that because of covid-19 these arrival procedures may change please see the emergency covid-19 procedures parent letter.

Teachers will greet students at the door and escort them into the classroom. Student learning time begins at 9:00am. Parents are responsible for signing in/out via the contactless Brightwheel App check in system. At pickup time parents/guardians must sign their child out. Please note that any late pickups after 6:30 will incur a late fee of 20\$ plus a dollar per minute until pickup. Multiple late pickups after 3 occurrences can result in a dismissal from the program.

ATTENDANCEANCE:

Parents should notify the program as soon as possible, whenever a child will not be attending on a scheduled day. Please use the Brightwheel app to message your child's teacher regarding

attendance. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. The Director should be notified if a child is ill, enabling our staff to track any illness which may occur at the school. (If any students or their families contract the Covid-19 virus, they must notify the center immediately. Please see the Covid parent letter for more information on procedures)

ADDITIONAL DAYS/HOURS:

Due to scheduling and ratio requirements, switching of scheduled days is not allowed. Additional days may be added based on the rates quoted in the enrollment agreement. Parents are required to inform the Director at least 48 hours in advance if they are requesting to bring a child for an additional day.

WITHDRAWAL:

A two week written notice is required for withdrawing your child from Little Scholars Academy for any reason. If the required 14 days is not given, parents will be charged for that period.

ABSENCES There will be no refunds or adjustments made for days missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis, so **it is necessary for you to pay for all days scheduled whether or not your child is in attendance.**



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CLOSED HOLIDAYS The following is a list of the paid holidays that

Little Scholars Academy will be closed for each year:

- New Year's Eve & New Year's Day
- Week of New Year's we are closed a minimum of 2-5 days
- Memorial Day
- 4th of July & the day after
- Labor Day
- Thanksgiving Day & the day after
- Christmas Eve
- Christmas Day and the day after
- Week of Christmas, we are closed a minimum of 3-5 days

EMERGENCY CLOSINGS

Little Scholars will make very effort to open on time and remain open in the event of inclement weather. However, it may become necessary for the school to cancel classes or delay opening. Parents should check our Facebook page & the Brightwheel app for announcements of closings or delays. As a rule, Little Scholars will close school, or open late on the same days as the Anne Arundel County School District. Should parents be prevented by weather conditions from reaching their children, the staff will care for the children and maintain proper staff-child ratio until the parents may reach the school. In the event of emergency evacuation of the building, the staff-child ratios will be maintained and parents may pick their children up at a nearby location. Each staff member will carry emergency contact information and class attendance records. Parents will be contacted by phone and given the pick up location. Please refer to the Emergency Procedures form posted in the school.

FOR YOUR CHILD'S SAFETY

PARENT ACCESS:

A Parent of a child enrolled at Little Scholars, shall be permitted free access, without prior notice, throughout the school whenever the child is in attendance. (Extra precautions may be taken to ensure the safety of students during a pandemic. Please see the Covid-19 parent letter for more information)

In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to the program before access to a child can be denied. The orders of the

court will be strictly followed unless the custodial parent requests a more liberal variation of the court order in writing.



VISITORS:

Visitors are asked to schedule appointments, and are allowed in school areas at the discretion of the Director. A staff member shall accompany visitors at all times. Any adult without a child in attendance shall be logged in. The log shall include the person's name, address, purpose of visiting our school, and the times of their visit. They shall be escorted by the Director/Assistant Director or the Owner at all times and are not allowed to remove the child from the classroom or the school grounds.

RELEASE OF CHILDREN:

Little Scholars Academy maintains a strict policy regarding the individuals to whom we will release a child. The enrollment forms require a parent to specify at least 1 individual to whom the child may be released on an on-going or emergency basis. In addition, parents are asked to specify a password for release of the child. Advance written notice is required for an individual to be authorized to pick up a child. Parents can also notify teachers via the Brightwheel app.

In the case of an emergency, the Director may be notified by phone as to the name, address, phone number, and brief description of the person picking up the child. The Director will then call the parent back to verify the authorization. When this individual arrives, a staff member will verify their identity by reviewing a form of identification. The child must still be signed out.

Please notify the Director if a non-custodial parent is not included among those persons authorized by the

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custodial parent to pick up the child. A copy of the documentation regarding visitation must be included in the child's school record. This information will remain confidential and will be shared with other staff as required to meet the needs of the child should an unauthorized individual arrive to pick up a child, a parent or emergency contact will be immediately notified by phone. If the Director is unable to contact a parent or emergency contact, the child will not be released. Should an unauthorized person become uncooperative with the school's policy regarding the release of the child, the local police will be notified. Little Scholars Academy will not release a child to any parent, relative or other authorized adult who appears to be impaired by the use of drugs or alcohol. In this event, a parent or emergency contact will be called.

REPORTING SUSPECTED CHILD ABUSE

We are required by the State of Maryland to report any and all instances of suspected child abuse or neglect. When a staff member has information or evidence of suspected child abuse, the Director or Owner will be informed and the Department of Human Services is contacted and given this information.



CLOTHING/ATTIRE Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. You will be expected to provide an extra change of clothing for your child. Accidents will happen, and it is always helpful that when they do, there is clothing that we can change your child into.

PERSONAL BELONGINGS We love if children bring toys from home, especially if it helps your child with transitions in the morning at drop-off, but it must be something that can be shared with the entire group. Little ones have a difficult time sharing with others, and this is a great learning environment for it. Please do not bring any toys with small parts that may cause for a choking hazard. If they want bring a favorite sleepy toy for naptime, please note that they will only be able to bring it out for naptime. It confuses the purpose of the toy if they play with it and try to sleep with it. Show and tell is always on Friday, and they may bring any toy they want. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

SUPPLIES You are responsible for supplying diapers, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers to be stored here and we will let you know when

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your supply runs low. Good clothing is not recommended. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. You will be required to bring bathing suits to be left here at the childcare home in the summer. We will request certain items for different times of the year, such as boots or snowsuits. All items need to be labeled with your child's initials. You must maintain these items at all times. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside.

DAILY SCHEDULE Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allow the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule (see Daily Schedule) to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

Our normal daily schedule does not include any trips and any field trips planned will be given with written consent, several weeks in advance.

MEALS Meals will consist of a breakfast, lunch and afternoon snack. Children who arrive after meal times (see Daily Schedule) should be fed before they arrive. Menus (see Sample Menus) will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request. Please note that heat ups beyond 3 minutes are not allowed.

CLEANLINESS/HYGIENE We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed, as well. Staff washes their hands frequently and also uses antibacterial gel. Washable cots are used for naptime. Each child has a separate nap cot with blankets and pillows that are washed weekly (unless soiled, then they are washed as often as necessary) and cots are wiped with bleach water. Children use separate cups, plates, bowls and eating utensils. Labeled water bottles are provided, and washed

frequently, for your child to drink from throughout the day, whenever they choose. Children will also be provided the use of a cubby, for their personal belongings to be kept. This maintains healthy sanitary conditions, while also providing the benefit of personal space for each child.

TOILET TRAINING Toilet training will be done in a

relaxed manner with the cooperation of the family. Thirty months of age is a good rule of thumb to start checking for signs of readiness. Toilet training cannot begin until the child is old enough to have independent urges. The child must

I did it!



also be ready in three areas. First, the child must be physically ready (meaning he or she can "hold on" for a period of at least an hour or more, although several hours is a better indicator of readiness.) Second, the child must be intellectually ready (that is, he or she understands when and how to use a toilet). And third, the child must be emotionally ready (in other words, he or she must be willing to use the toilet). When the three areas of readiness occur together, toilet learning is usually easy and rather quick. When the time is right for your child, and until he/she is totally successful in his/her toileting, he/she should wear clothes that promote their independence. In addition, your child must have two complete changes of clothes (don't forget the socks!) The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers and belts, overalls, and onesies. These are difficult for children to remove "in a hurry". Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

We ask that you begin toilet training at home during a weekend or vacation after which, we will follow through and encourage your child here. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process.

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Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home.

Therefore, we will continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience.

NAPS/QUIET TIME There will be a designated nap/rest time each day for infant through age 5 (see Daily Schedule). All children must either nap or rest quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not very happy when they go home in the evening. **NAPS / QUIET TIME – UPDATED 2026 POLICY (COMAR-Compliant)**

All children participate in a daily nap or quiet rest period. COMAR regulations require that each child has their **own individual bedding**, including:

- **One fitted cot sheet**
- **One blanket** (lightweight, seasonally appropriate)

Families are required to provide these items daily or keep a labeled set at the center. For health and licensing compliance, **children may not rest on a cot without proper bedding.**

If a child arrives without the required bedding:

1. Parents will be notified to **bring the items immediately.**
2. If items cannot be provided, the parent may be required to **pick up the child for the day.**
3. If the center must supply emergency bedding, a **\$30 bedding fee** will be added to the account.

Families who prefer may purchase a bedding set directly from the center for **\$10 per set**, which will remain at school and be washed weekly.

All bedding must be labeled with the child's name and taken home weekly for laundering (unless using a center-purchased set). Bedding that is unclean, damaged, or missing must be replaced promptly.

Failure to maintain proper bedding may result in a non-care hold until the requirement is met.

CORE KNOWLEDGE CURRICULUM Our preschoolers love school. It's our number one priority. We know that in most cases, we are your child's first



experience away from home. Home is a safe, fun place where mom and dad tell us what we can and can't do. School should just be an extension of this. If it is not fun, safe, and nurturing, your child will associate with school negatively, and fail to thrive and grow to their potential. At Little Scholars Academy, we make learning fun. If your child wants to color, why not color an Elmo page for E? If your child wants to play on the computer, why

not play a Hooked On Phonics® games, or Reader Rabbit? When playing tag, why can't we call out letter sounds to unfreeze? Strategically planned curriculum creates easy avenues for your child to learn without a negative association. We set the foundation for positive school experience that they will take with them through the rest of their education.

Call us crazy, but we love math and reading! We've encountered so many parents who fail to realize their child's potential. It's not because they don't love their child, but it's hard to see their baby as anything other than just that, their baby. That's where we come in.

We believe every child has a right to learn at his/her own pace, and should not be categorized solely by their age. In our unique class setting, we are able to teach and challenge your child according to his/her abilities. If by two-and-one-quarter, she knows her letters, then by three-and-one-half, she can probably grasp most of the phonetic sounds as well. If by three-and-three-quarters, your child can count and recognize numbers from 1-20, he/she should also be able to start doing simple addition and subtraction. Age does not dictate your child's capabilities.

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Our children are able to learn and acquire so many skills through strategically planned curriculum and repetition. Your child grows within the same classroom, with the same teachers, so we really get to know your child and his/her best learning method. Never is your child forced to do something boring like sitting at a desk and memorize flashcards. We make learning fun and you'll be surprised what your child can accomplish and enjoy doing. We are all born innately with a desire to explore and learn, and it is only when we have failures, struggles and boredom within a classroom that we begin to dislike education. Our students look forward to our programs and will miss school on days off. Please note: the following is a list of skills our students acquire before entering kindergarten from our school and are not requirements for kindergarten.

1. Recognizes, states, and properly writes all 26 letters (lower & uppercase) of the alphabet.
2. Phonetically sounds out all 26 letters of the alphabet.
3. Recognizes, states, spells and properly writes his/her first & last name (using lower & uppercase letters).
4. Completes first level of Hooked On Phonics® reader program.
5. Recognizes and states phone number and address.
6. Recognizes, counts and write numbers from 1-20, forwards and backwards.
7. Can do simple addition and subtraction.
8. Can recite the days of the week & months of the year.
9. Can say the Pledge of Allegiance.
10. Is independently able to dress himself/herself (with the exception of tying shoes).
11. Is potty trained.
12. Is socially able to interact in a group setting.
13. Feels confident when speaking in front of a small group.
14. Able to jump, hop, skip, climb, & walk backwards.
15. Knows how to count to ten in Spanish, and may have a small vocabulary of other Spanish words.
16. Can cut, glue, and color independently.
17. Able to follow 3 sentence instructions.
18. Is able to sit quietly during story/group time.
19. Knows how to stand in a line.
20. Knows a large assortment of animal sounds.
21. Can categorize where an object belongs.

Kindergarten Readiness Program

Our 4/5 classroom uses the OWL Curriculum (Opening World of Learning) OWL is a comprehensive, bilingual, pre-Kindergarten program that is purposeful, playful, and

personalized. The OWL curriculum helps children develop a foundation for success in Kindergarten and beyond through: •language and vocabulary development; •rich questions; •content; •personalized instruction; and making every part of the school day an opportunity for teaching and learning.

Assessments & Transitions On a quarterly basis Little Scholars conducts both formal and informal assessments. Parents and Guardians will be contacted for parent/teacher conferences to discuss children's progress. Children grow so fast and before you know they are ready to move to the next classroom. Our staff is trained to transfer the trust your child has in their current teachers and classrooms on to the next. Prior to this transition, you will be notified in writing of your child's successes and the need to graduate. You are welcome to schedule a conference with either your current teachers or the next classroom's staff to discuss your child's needs. The letter will inform you on how a transition works and how you can lend us a hand in making the experience a successful one. As children transition, their attendance is tracked in both classrooms to assure adult supervision. We do work with outside agencies like childfind and infants and infants/toddlers to provide intervention services.

Weekly Fun Days Here at Little Scholars Academy, we have a monthly fun calendar that will be posted via



Brightwheel newsletter.

BIRTHDAY PARTIES Birthdays are a special time and we like to really celebrate them! On your child's special day, we will have a small party and recognize the milestone they have achieved. Feel free to send treats, such as cookies or cupcakes. Please provide only store bought

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items. Stemfit kids provides a fun venue and birthday party packages for all ages.

SPLASH DAYS

While the weather is warm, Little Scholars celebrates "Splash Day" for all children over 12 months of age on our playground with water hose, buckets, cups, etc. Parents will receive notification when Splash Days will begin and what to bring for their child to enjoy participation in the group activities. Please alert the staff if your child has ear tubes or needs ear protection.

INDOOR/OUTDOOR PLAY Indoor play: We provide a variety of age-appropriate toys for indoor play. Although the toys are categorized in centers, during free play time we believe it is an important part of your child's learning to explore outside the confinements of structured areas. Barbie's may ride on trains, or Legos built into race tracks need cars to drive on it. Limiting imagination only stifles creativity, and we believe this to be a fundamental part of your child's education. After play time, all toys will return to their designated areas. These activities help promote good health in our children. We try to instill a love for physical movement early on, so that they carry it with them into adulthood.

Outdoor play: We will play outdoors everyday that weather permits. We have a wonderful play area, equipped with climbers, sandbox, bikes, soccer nets, a kitchen and a clubhouse. We also have sidewalk chalk, paintbrushes and other tactile toys making outdoor time an enjoyable event for your child. Other outdoor activities will include walks within the neighborhood, playground time at the park closest to our school, and water play (sprinkler and small pool during summer). When weather does not permit outdoor play, great lengths will be taken to do more music and movement and physical activities inside.

Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times.



DISCIPLINE –

BEHAVIOR POLICY

It is the policy of the Little Scholars Academy to keep disciplinary issues minimized and to help children monitor their



own behavior. The staff of the program present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The faculty members encourage self-control, self-direction, responsibility and cooperation. When the practice is practical and safe, logical or natural consequences will be presented to the child. The Little Scholars staff is trained in the process of positive management. Positive management instructs children as to what they should do. For example: "We walk inside the building" vs. "No running!" This philosophy of behavior is in accordance with the LSC belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. Our staff exclusively practice positive discipline, redirection and age-appropriate consequences.

Under no circumstances are the following techniques used:

- Corporal punishment or threat of corporal punishment
- Disciplinary steps associated with food, naps or toilet training
- Any type of, or threats of, physical punishment
- Embarrassment or rejection of a child
- Humiliation, ridiculing, or yelling at a child

Positive Behavioral Practices

I/We take many steps to build positive relationships with the children and families in my/our program. For example, I/We use a variety of strategies to encourage children's positive behaviors and help them avoid negative behavior such as We use a variety of strategies to encourage children's positive behaviors such as • Communicate with children on their level.

- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.

Providing Choices

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The children have multiple opportunities to make choices on their own throughout the day. For example, Students have the opportunity throughout the day to make their own choices by: Having Fun creative activities to chose from.

- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts

We offer children choices as a way to encourage positive behaviors such as Children are given many choices within the classroom to promote positive behavior. Positive behavior charts and posters are throughout the classrooms to guide students towards positive behaviors. This includes are motto throughout the school of positive attitude affirmations that children practice everyday. The staff of the program present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The faculty members encourage self-control, self-direction, responsibility and cooperation.

ILLNESS

Little Scholars Education programs are all "well-child" facilities. At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

HEALTH TOPICS WELLNESS POLICY

The owners and staff at Little Scholars do all we can to promote a healthy environment for your children. Our teachers make sure children wash their hands before meals, after art projects, after toileting and diapering, after coming in from outside, and after wiping one's nose. Our teachers, too, wash their hands before serving meals and snacks, and are sure to wear latex gloves while diapering or assisting a child with toileting and when coming into contact with any bodily fluids. In addition, we also disinfect infant and toddler toys on a daily basis, and our preschool toys are disinfected often as needed, but at least weekly. *Additional measures have also been taken to ensure safety during the Covid-19

pandemic please see the Covid-19 family handout for more information.

These policies, together with your cooperation in keeping a child home when he/she is showing symptoms of illness will help cut down on the spread of illness throughout the school. Children who are ill cannot be appropriately cared for in a childcare setting. Our teachers understand that it may be difficult to make alternate arrangements when a child may be too ill to attend the program. By maintaining a healthy environment and reasonable health policies, all of our children will benefit the long run. Little Scholars has retained a Health Consultant to review vaccination schedules and use as a resource when questions of a child's health arise. If a child does arrive in the morning showing signs of ill health, the school will be unable to accept him/her. The exception to this requirement would be that a licensed physician has examined the child and indicated in writing that there would be no health risk to your child or others, and the child is capable of participating in all activities, including outdoor play.

Examples of health symptoms that require exclusion from the program include (but are not limited to):

- Severe pain or discomfort particularly in joints, abdomen, or ears



- vomiting or diarrhea (2 or more incidents within a two hour period)
- severe coughing or sore temporal temperature of 100.4degrees or more accompanied by other behavior changes/symptoms
- Jaundice (yellow) skin or eyes
- Red eyes with discharge
- Infected, untreated skin patches/lesions or severe itching of body/scalp difficult or rapid breathing

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- Skin rashes (excluding diaper rash) lasting more than 24 hours
- Swollen joints, visibly enlarged lymph nodes or stiff neck/blood/pus from ears, skin, urine, stool
- Unusual behavior characterized by listlessness, loss of normal appetite, or confusion
- Symptoms of chicken pox, impetigo, lice, scabies, or strep throat

While we regret the inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a very conservative approach when dealing with health matters. The Center will err on the side of safety when making health decision and ask for your tolerance and understanding. If a child becomes ill during the day, a parent will be immediately notified. The child will be given the opportunity to rest or have diversional activities in an isolated, supervised area until a designated release person can collect the child. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called. Children who are sent home due to illness will not be readmitted to the school until he/she has been symptom-free without medication for 24 hours. *Please note that this does not apply to confirmed cases of Covid-19 please refer to the Covid-19 family handout. Therefore, a child who is sent home ill cannot return to school the following day. The exception to this requirement would be that a licensed physician has examined the child and indicated in writing that the child does not present a health threat to himself or others and is able to participate in all school activities. Little Scholars is required to file a report with the Department of Health within 24 hours in cases of communicable diseases. If a child has not been fully immunized to these diseases, due to the child's age, medical condition or religious belief, they will be excluded from the school during the outbreak of a vaccine preventable disease, as directed by the state department of health.

Reportable diseases include but are not limited to:
Covid-19

Lyme Disease
German measles
Giardiasis
Whooping Cough
Spinal Meningitis
Mumps/Tuberculosis
Salmomellosis
Hepatitis A or B

Measles
Rubella
Shigellosis

All parents will be informed in writing if a communicable disease is reported.

MEDICATION PROCEDURES

Little Scholars will administer prescription medication only. The prescription medication will be administered only if specific criteria are met.

General Guidelines

- Medication must be for a certain purpose.
- Medication is not given "as needed." The only exception is emergency medication, such as medication to counteract an allergic reaction.
- Every medication must have a child's first and last name printed on the bottle.
- Siblings cannot share medication. Other than the noted exceptions,
- Medications must be taken home daily.
- Medications must be stored in the director's office during the school day.

Allergies That May Require Medication

Authorization forms/Severe Allergy Packets (required for Epi-Pens) must be completed for allergy medication. The authorization form/Severe Allergy Packet (required for Epi-Pens) must remain on file. When it is determined that a child is in need of this emergency medication, a staff member will contact the parent, complete the medication log, and have the parent sign it upon their arrival at the school. A copy of the authorization form must be kept in the child's file and with the medication. This medication may remain at school overnight. Authorization forms must be updated every six months.

Daily Medication Required for Specific Conditions

A doctor's note stating the illness, dosage and possible side effects of the medication must be on file. Parents must complete the authorization form. A medication log for a child may be completed on a monthly basis. The medication log must be kept under separate cover to ensure the child's privacy. Copies of the authorization form must be kept in the child's file and with the medication. This medication may remain at the school overnight. Authorization forms must be updated every six months.

Topical Medications (Diaper Creams, Sun Screens, Etc.)

If a child requires over-the-counter diaper ointments, lotions, lip balm or sunscreen, these must be labeled with the child's first and last name.

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The parent must complete an authorization form for each type of ointment or lotion. This authorization is good for six months. If diaper ointment is applied it will be noted on the child's daily report. These ointments and lotions must be placed in a designated container in the teacher closet or cabinet and may remain at school overnight.

Parent Responsibilities

- Complete the authorization form
- Whenever possible, medication should be administered at home.
- No medication can be given unless the form is completed in its entirety.
- The authorization form needs to be completed for each new cycle of medication.
- The form must be dosage and time specific.
- The form must be completed for each medication to be administered.
- The medication will be given only for the dates indicated on the form.
- The authorization form should be given to the owner, director, assistant director or their designee.

School Responsibilities

Owner, director, assistant director or their designee is responsible for checking the medication logs and dispensing the medication.

Before giving any medication, the staff member must:

- Complete the bottom half of the Authorization for Dispensing Medication Form.
- Verify that the information on the Authorization Form, Medication Log and the actual medication are consistent.
- Verify that the name on the medication is the name for the child for whom it is indicated on the form.

Staff members must complete the medication log at the time the medication is dispensed. In addition, staff members must note in the comments section of the log the following information:

- Any time deviation from the requested time for the medication to be dispensed and the reason why.
- If medication was not given and the reason why.
- Child's reaction, if appropriate

EMERGENCY MEDICAL PROCEDURES ACCIDENTS AND INJURIES

For those rare instances where a child requires additional medical treatment, immediate action will be taken. It is crucial that your child's Emergency contact form is current.

Should a child become injured at school, the parent will be notified via an accident report form & on the Brightwheel App . The parent will be asked to sign this form indicating that he/she has been notified and a copy of the form will be included in the child's school record. If the injury is of a serious nature, a parent will receive a phone call from the school at the time the accident occurs. In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and a parent will be contacted to meet an accompanying staff member at that facility. It is extremely important that emergency contact information is up to date. A child cannot be transported for care, or receive any emergency care at school, unless the waivers for emergency care have been signed. These waivers are included in the enrollment packet. Please review the Center Emergency Medical Care plan, located on the Parent Board.

CPR AND FIRST AID TRAINED STAFF

Our school is required to post all staff members who hold current First Aid and CPR training for your information. This list can be found in each classroom as is updated as changes occur. In our quest to help your family grow, you are welcome to join our CPR/ First Aid training classes as space allows.

FIRE SAFETY & Emergency Disaster Drill

Our program has a written fire and Emergency Disaster evacuation plan in place. Once a month we practice our fire drills and twice a year classes practice an emergency disaster plan.

HOUSE RULES There are certain house rules that all children will be taught and expected to follow.

This is for the safety and well being of everyone.

There will be no running permitted. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Respectful treatment of other people and all property, toys, and furniture is expected. No smoking is permitted on the premises. Children and families are welcome in any areas of the home that are used for preschool purposes only.

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TELEVISION/VIDEO POLICY Our hands-on, learn through play environment leaves little time or need for screen time. We do use screen-time for music & movement, through Youtube that provides students with an opportunity to explore songs, yoga, and dance. Tablets are also used in the program, on occasion to provide students with opportunities to explore technology by participating in academic apps only.

On rare occasions, where a movie, documentary or other visual aid can enhance our learning environment, a television may be used. It is limited to brief viewings and children are permitted to carry on their active learning if they choose not to participate in the viewing. Staff to child ratios will be maintained during such activities.

PARENT TOPICS PARENT COMMUNICATION

Little Scholars Academy provides many opportunities for parents to receive information on the progress of their children as well as details of other general activities occurring from time to time. Examples of the types of communication that parents will receive include: LSC teachers will also provide communication via the brightwheel app. Parents should set their Brightwheel apps up to be alerted for all notifications on their phones for reports and any other messages. Parent Conferences – At least three times a year, or more often by request, a formal parent/teacher conference time is scheduled. This is to summarize each child's progress in detail. A written developmental report summarized the teacher's evaluation. These conferences are generally scheduled in November, March and May. Information Boards – These are located in each classroom as well as outside the front door on a Easel (Covid Reg). Information is provided about upcoming school and community events. Individual classroom boards have lesson plans, class schedules, and attendance information posted. (Via Brightwheel during the Covid-19 Pandemic) It is recommended that parents check the boards regularly to get updates on the planned program in the classrooms. Daily Feedback – These are the daily communications between staff and parents in the morning and evening to provide updates on the child's health, disposition, etc. A long dialogue may not be possible at the drop-off and pick-up time, as the staff is responsible for supervising all of the children in their care. If you have a concern, a special appointment is advised or a phone conference may be arranged.

Newsletters – Monthly newsletters are sent via Brightwheel app to keep parents posted on school activities.

CHAIN OF COMMAND / GRIEVANCE POLICY We are all part of the team working to support your family. Little Scholars Academy strives to meet all of your family's needs. In the event that you have a concern, please go directly to the source to handle the concern most efficiently. If your concern is not resolved please continue

up the ladder until we have reached an understanding. Please talk with your child's Lead Teacher first If unresolved, talk with your Director next If unresolved, please talk with your school owners-Ashley & Richard Trego The office has posted copies of the Center's license, most recent licensing inspection report, and other required notices. A copy of the Maryland "Minimum Standard Rules for Licensed Child care Centers" is available in the office. A FINAL WORD The owner and/or director reserve the right to: Deny, cancel, sever or suspend a child's enrollment if it is deemed in the best interest of the child or school. In such cases any unused tuition will be refunded. Refuse to release any child to any person who appears to be under the influence of alcohol or narcotics. In such instances, another parent, guardian or emergency contact person will be contacted. If, after reviewing the Operational

TERMINATION POLICY We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child or provider
- Part Time spot needed for a Full Time spot

We appreciate as much advance notice as possible when terminating. Parents are required to give three weeks written notice when they decide to terminate childcare. The three weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give three weeks written notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of the provider or other children in attendance. In this situation, the three weeks payment of tuition is still required.

TAX INFORMATION We will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement at any time.

RECALLS On a regular basis, www.cpsc.gov/ website will be checked for the list of product recalls that may be found within our preschool. Any toy, equipment or

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furnishing found to be on this list, will be removed from the home immediately.

REVISIONS TO THE HANDBOOK/CONTRACT

All families will sign a yearly revision to this handbook and the accompanying contract each year. We

Waiting List

Students will be considered for admission on a first come, first serve based on date of Letter of Intent. The child will stay on the waitlist until admitted to our school or upon parent declining position for child.

reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of change.

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I acknowledge that I have a duty to read and understand the contents of Little Scholars Education Parent Handbook. Little Scholars Education admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between Little Scholars Academy and the recipient of this Parent Handbook. I also understand that Little Scholars Academy, in its sole discretion, may change, alter, modify, amend, or rescind any of its policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgment of Receipt, know and understand its contents, and sign the same of my own free will.

DATE

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StemFit Kids Summer Camp Behavior Policy

At StemFit Kids, our goal is to provide a fun, engaging, and safe environment for all campers. To ensure that every child has a positive experience, we expect all campers to follow our camp rules and demonstrate respectful, responsible behavior at all times.



Expected Camper Conduct:

- Follow directions from staff and instructors
- Use kind words and actions with peers and staff
- Keep hands, feet, and objects to oneself
- Respect camp property and materials
- Participate in activities safely and cooperatively
- Stay with assigned groups and counselors at all times

Behavior Guidelines and Consequences

Campers who exhibit unsafe, disruptive, or aggressive behaviors that interfere with the safety, supervision, or well-being of others may be subject to the following:

1. Verbal Reminder and Redirection
2. Removal from Activity or Cool-Down Time
3. Incident Report and Parent Notification
4. Early Pickup Required – If a camper is unable to follow camp rules or engages in unsafe behavior (e.g., hitting, running off, repeated defiance), parents will be contacted for immediate early dismissal.



PURPOSE

The purpose of the Stemfit kids summer Day Camp program is to provide a quality program for children during the summer. The Summer Day Camp program provides children with the opportunity to participate in a variety of activities, which benefit them emotionally and physically and other creative means of expression and recreation. The goal of Summer Day Camp is to provide the camper with activities that are safe, fun and that allow for positive experiences. Parent involvement is highly encouraged. If you have any suggestions, please contact the Summer Camp director: Kamika Forde (410) 793-3959 or Coordinator, Ashley Hinds (443) 824-2604.

CAMP STRUCTURE / FEES

Camp offers one session that runs from 7:00am-5:30pm, Monday through Friday. Campers' ages range from 4 to 12 years old. The ratio of staff to child is 1:15. Each week will include a theme that provides structure and focus for activities during that week. Activities include recreational games, arts and crafts and other creative outlets. Spaces in each age group are limited.

CONCERNS

Any concerns or comments should be addressed with the Camp Director. In the event that this route is not sufficient to meet your needs, contact Ashley Hinds Program Coordinator at 443-824-2604.

LUNCH & SNACKS

Campers will be provided AM/Pm Snack every day at camp, Breakfast will be offered at 1.00per day (This can be added to your Bright wheel account If your child decides to bring his/her own Breakfast, clearly label your child's name.

SUMMER CAMP RULES

- We treat others as we would like to be treated.
- We communicate with words and do not hit each other.
- We only use appropriate language. Profanity will not be allowed.
- We eat only at breakfast, lunch and snack time.
- We clean up after ourselves.
- We take turns.
- We respect and listen to our camp counselors and other adults.
- We put things back where we found them.
 - When indoors, we walk only.
- We do not throw rocks or any other debris outside.
- We always keep each other's safety in mind.

Camp provided tee-shirts will also be provided. (Additional tee shirts may be purchased for \$10.00)

Discipline problems will not be tolerated. We strive to provide an atmosphere which is conducive to safety and appropriate behavior while attending Day Camp. Maintaining proper conduct while in the program is the joint responsibility of the children, parents and Day Camp Staff. The following guidelines will be followed:

1st Offense: Camp Director, and/or Counselor talks to child/children, logs infraction and verbally informs parent.

2nd Offense: Camp Director, and/or Counselor talks to child/children, logs infraction and notifies parent in writing.

3rd Offense: Dismissal of child/children for the remainder of Summer Day Camp depending on the severity of the prior infractions.

Recreation staff and the Camp Director, will handle discipline. The use of corporal punishment is not allowed.

I have received a copy of the Parent Handbook:

Date: _____

Child's Name: _____

Parent Name: _____

Parent Signature: _____