



OUR COMPLETE 2023-2024 RE-ENROLLMENT PACKET

(Existing Parents Only)

This packet was last revised on Jul 31, 2023



Themba Creative



Early Learning Center

Children's File Checklist

Date_____

Dear _____,

Your child's file is missing the following documentation Please return the attached copies by_____

Your child may not return to care after that date if the required documentation is not available.

Documentation Needed	Missing	Update Required
Emergency Card		
Updated Immunizations		
Re-Enrollment Agreement		
Lead Testing Form if not on file		
Receipt of Parent Manual		
Copy of A Valid Driver's License (Parent or Guardian)		

Note: Re-Registration fee is \$60 for a single child and **\$30** per child for each additional child

Thank you for your cooperation!

If you have any questions regarding this, please contact me
at 301-552-5437.

Themba CLC Discipline & Positive Guidance Procedures

Professionals who work with young children expect to be met with challenging behavior from time to time. During the first five years of life, children are just beginning to learn how to handle their intense emotions and conform to the behavioral expectations of society. As parents know, this is a lengthy process. It is also a central aspect of children's social and emotional development that can be guided using strategies based on research into early brain development.

All staff working at Themba will receive training before working with children. The training will continue every two years. If an employee is suspected of violating this discipline policy, the person will be suspended/terminated. Child Protective Services (CPS) and the Office of Childcare will independently investigate the allegations.

In early care and education setting, we define challenging behavior as any behavior that:

- interferes with children's learning, development, and success at play;
- is harmful to the child, other children, or adults;
- puts a child at high risk for later social problems or school failure.

The behavior can be direct (e.g., hitting, pushing, biting, kicking) or indirect (e.g., teasing, ignoring rules or instructions, excluding others, name-calling, destroying objects, or having temper tantrums).

Themba's staff sees working with children's challenging behavior as integral to our job. The root meaning of the word *discipline* is "instruction" or "training." This meaning, rather than punishment, is the foundation for our approach to guiding children's behavior. We accept that young children will sometimes display their emotions or try to achieve their goals in unproductive or immature ways. That is simply part of being very young. Much of children's most valuable learning, especially in a group setting, occurs in the course of behavioral problem-solving. The approaches we use vary by age group but have the following elements in common:

- **Adults model positive behavior** -- We show that we can accept, control and express feelings in direct and non-aggressive ways. We let children know we are not afraid of their intense emotions and will not punish, threaten or withdraw from them.
- **Teachers design the physical environment to minimize conflict** -- We provide multiple of toys and materials for groups of children, define classroom and outdoor areas clearly to allow for both active and quiet play, and strive to maintain an appropriately calm level of stimulation.
- **Teachers maintain age-appropriate expectations for children's behavior** -- We attempt to minimize unreasonable waiting and transition times. We limit the length of a large group and teacher-directed activity times according to children's developmental

levels. We give children large blocks of uninterrupted time to make their own activity choices.

- **Teachers establish simple rules, or expectations, for the classroom community --** Older preschool children participate in this process early in the school year. When issues arise, adults and children can reference the “Be safe, Be kind, Be respectful” guidelines as reminders about what kinds of behavior facilitate life in a group setting.
- **Adults closely observe and supervise children's activities and social interactions --** With our high ratios of adults to children and our emphasis on attentive observation, we can often intervene to guide children before situations escalate.
- **Adults help children verbalize their feelings, frustrations, and concerns --** The staff will help children describe problems, generate possible solutions, and think through logical consequences of their actions. Babies will hear their caregivers describe actions, problems, solutions, and logical consequences. The adult role is to be a helper in positive problem-solving. We want children to value cooperation and teamwork. We help them to learn peaceful, productive approaches to interacting with peers.
- **Children whose behavior endangers others will be supervised away from other children --** This is not the same as the practice of using a "time out" (the traditional chair in the corner) for a child. An adult will help the child move away from a group situation. The child will then verbally process the problem with the staff member and other concerned parties. An adult will stay close to any emotionally out-of-control child who needs private time to regain composure.
- **Discipline, i.e., guidance, will always be positive, productive, and immediate when behavior is inappropriate --** *No child will be humiliated, shamed, frightened, or subjected to physical punishment or verbal or physical abuse by any staff member working at Themba.* Every Teacher understands and follows our disciplinary approach and the standards on guidance and management in our Office of Child Care Licensing Regulations. We work with our families so that they also understand and employ this guidance approach.
- **If an employee suspects a teacher is violating this disciplinary policy.** The employee must immediately notify the center’s director or the Office of Childcare.
- When a pattern of behavior persists that endangers self, others or property or significantly disrupts the program; we will work with a child's family to find solutions, up to and including referral for outside services.

Parent Signature : _____ Date: _____

Parent/Guardian Acknowledgement Of
Receipt of Parent Manual

I have received Themba Creative Learning Center LLC **Parent Manual**, and I have agreed to read, had an opportunity to ask questions about, understand, and be willing to abide by, and follow the policies set forth herein. _____ initial

Children Transport to and from evacuation sites in case of emergency:

In case of an emergency, I give Themba permission to transport my child in personal vehicles to and from our designated evacuation site. I, therefore, acknowledge that I have received and read Themba's Emergency Preparedness Plan.

Yes___No___

If not, how would you like your child transported?

Additionally, I would like to volunteer by helping with transporting children to the evaluation site during emergencies.

Yes___No___

If yes, kindly provide us with your best reachable contact number

() _____ - _____ | (type) Cell___Home___Work___

Email Address _____

Signature of Parent(s)/Guardian(s)

Print Name

Date

SUPPLY LIST

TWOS/TODDLERS

- ✓ 3 sets of clothing
- ✓ 3 pairs of socks
- ✓ 2 fitted crib sheets: Must be in a zipper bag. No plastic bags allowed
- ✓ 1 blanket
- ✓ Pampers - we provide
- ✓ 2 boxes of large Crayons
- ✓ 1 Crayon box (Two's only)
- ✓ 1 paint smock or oversized shirt
- ✓ 1 small picture of your child and a family picture
- ✓ 2 boxes of tissues
- ✓ Face Wipes (Included)
- ✓ Glue Sticks
- ✓ 2-packs of Lysol wipes
- ✓ NO GLASS BOTTLES or CONTAINERS

No Belts

No Onesies (Including undershirts) No Overalls



**Please label all of your child's belongings.
THIS IS A MUST!!**



SUPPLY LIST

PRE-K

- 3 sets of clothing, please include underclothes
- 1 small blanket and two crib sheets: Must be in a zipper bag- No Plastic Bags allowed
- 2 boxes of **large** Crayons and crayon box
- 1 paint smock or oversized shirt
- 1 small picture of your child and family members
- 2 boxes of tissues
- Glue sticks
- Large Beginners Pencils (Ticonderoga)
- 1 pair of Child Scissors
- 2 folders –2 composition notebooks
- 1 pack of facial wipes
- 1 pack of flushable wipes
- Reusable Water Bottle
- Pull-ups if the child isn't potty trained

Please label all of your child's belongings.

THIS IS A MUST!!



SUPPLY LIST

THREES

- 3 sets of clothing, please include underclothes
- 1 small blanket and one crib sheet: Must be in a zipper bag. No Plastic bags allowed
- 2 boxes of **large** Crayons
- Crayon box
- 1 small picture of your child and family members
- 2 boxes of tissues
- 1 pair of Child Scissors
- Facial wipes (Included)
- 2 packs of flushable wipes
- Pull-ups if the child isn't potty trained

**Please label all of your child's belongings.
THIS IS A MUST!!**



SUPPLY LIST

INFANTS

- ☐ 3 sets of weather appropriate clothes
- ☐ 5 extra onesies and undershirts for accidents 5 pair of socks
- ☐ 2 portable crib sheet (**birth to 11 months**)
- ☐ 2 infant size standard crib sheets (**11 months -18 months**)
- ☐ Pamper/Wipes are included
- ☐ Baby food/milk formula, please prepare at home
- ☐ Bottles should be glass covered with a silicone sleeve to prevent breaking or plastic baby bottles/sippy cups that are labeled **“BPA” free**
- ☐ Small picture of your child and a family picture 5 Bibs (cloth and plastic)
- ☐ 5 Burping cloths
- ☐ **2 Pacifiers with a holder**
- ☐ 2 boxes of tissues
- ☐ 1 small bin container (Please see image below)



***Parents must make the child's crib on Mondays..**
***All supplies are due by the first day of school.**



Please label all of your child's belongings.
THIS IS A MUST!!



Themba Creative Learning Center LLC
RE-ENROLLMENT AGREEMENT

TO THE PARENT: Please read this Agreement carefully. If you do not understand any part of it, feel free to ask the Center Director about it. This Agreement and its attachments establish your legal rights and responsibilities, and those of **Themba CLC**, regarding your child's participation at **Themba CLC**. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parents or legal guardians of the child enrolled at the Center, and the terms "Center" and "we" refer to **Themba CLC** and its staff members. The term "school day" means a day when the Center is open and operating.

By executing this Agreement, You _____ agree to re-enroll
(parent guardians)

your child _____ at **THEMBA CLC**, and
THEMBA CLC (name of child)
to accept your child's enrollment under the terms and conditions stated below:

1. Program and Hours of Care.

Beginning on _____, 20____, the Center will provide care for your child in the _____ classroom with the following schedule:

Please circle hours of care needed/ only 9 hours per day **7:30-4:30** | **8:00-5:00** |
8:30-5:30 | **Other** _____ **Initial** _____

Part-time: Circle Days: Mon. | Tues. | Wed. | Thurs. | Fri (No part-time care for infants/toddlers/twos)

Please do not drop off before the contractual agreement due to staff/child ratios that must be maintained in the morning hours prior to the arrival of additional staff. _____ Initial

Note: Children can only be in school for a maximum of 9 hours per day _____ (Initial).

The fee is an additional \$50 per week if a parent needs more than 9 hrs of care. If a parent fails to pick up at the contractual time, the late fee will automatically be charged to the account that day. Please review the late fee policy _____ (Initial)

1. Payment.

a. Re-registration Fee. A non-refundable Registration Fee of \$60 **for a single child and \$30 for each additional child** is due and payable on the date your child's re-enrollment Application is returned. Payment of this fee will also place your child on the waiting list if no

space is available when you re-enroll. Registration is renewed annually by Aug 15th for September enrollment.

b. Tuition for your child will be \$_____per week. **Tuition will be debited from your account every Friday before 10:00 am. Weekly tuition is late and is subject to a fee of \$10.00 per day on Monday at noon.**

2. Method of Payment.

All tuition payments are made through our automated payment processing, **Tuition Express (See forms Attached)**. Your payment processing may be set up through a credit card or bank draft. No other payment methods are accepted. If an automated payment is returned unpaid, you will owe a service fee of \$35.00 in addition to other amounts due. All Credit Cards Payment options will incur a \$2.00/per week processing fee. _____ **Initial**

If you use your Bank Account Info, It's (Free) _____ Initial

If **Themba CLC**, has to take collection action to collect unpaid fees, you will be responsible for all accrued late charges until the data is collected, and for reasonable collection costs, including attorney's fees.

_____Initial

2. Late Pick-Up Penalties.

If your child is picked up after your contractual time, you will owe a late fee of \$25.00 for up to the first 5 minutes and \$2.00 for each additional minute. These late pick-up penalties will be added to your Procare account. If your child is picked up more than thirty (30) minutes late two (2) or more times in any thirty (30)-day period, the Center may terminate your child's enrollment. _____ Initial

3. Damage to Center Property.

You hereby agree that you will be responsible for any damage to Center property or equipment caused by you or your child, normal wear and tear excepted, including repairs made necessary by your actions or your child's actions.

4. Changes in Tuition.

You understand that tuition rates are subject to change, and you agree that you will pay the new rate after the Center gives you at least thirty (30)-days' notice of such change.

Parent's Signature_____

5. Absences.

You are responsible for paying full tuition for your child until YOU TERMINATE the enrollment. This obligation is applicable even when your child is absent due to **illness**, vacation, holidays, inclement weather, or other causes. You agree to notify the Center in writing at least one month in advance if your child will not attend due to vacation or other plans. _____Initial

6. Readmission After Illness.

State licensing regulations require that if your child has been ill, he or she may not be readmitted to the Center until he or she is free of symptoms for 24 hours without any fever-reducing medications. You hereby agree to abide by this requirement and agree that the decision of the Center's Director shall govern such readmission.

_____Initial

Some communicable diseases may cause a longer time period for the child to be absent to protect the health of the staff and children. The center will dictate the time frame the child must stay home regardless of the doctor's timeline. _____Initial

Medication: Themba does not apply any sunscreen, eye drops or bug repellent to children with or without a doctor's note. Only parent(s) may apply when such is needed. Parents must give the first dose of prescribed meds. _____ Initial

7. Holidays and Other Closings.

The Center will be closed all Federal Holidays. The day before Thanksgiving Day, and the day after, Christmas Eve Until January 3rd. If any holiday falls on a Saturday or Sunday, **Themba** may be closed the following Monday. **Themba** is also closed 2-3 days per year for staff professional development.

Tuition is due in full for these days _____ Initial

**** Themba is not a religious school; therefore, Themba doesn't single out any one religious holiday to celebrate in our classrooms to show respect for other religious holidays that may be celebrated by our families. _____Initial**

Inclement/Emergency Closings

Themba will follow PG County Public Schools Inclement Closings or Delayed Schedule. Please watch the local NEWS for updates. Tuition fees are still due during an emergency and/or inclement weather closings. _____ Initial

8. Suspension

In the judgment of the Center Director, if the child's behavior threatens the physical or mental health of other children or of the staff of the Center, the Center Director will call the parent(s) or guardian(s) to remove the child for the rest of the day. **THEMBA** requires that the child be picked up within the hour of being notified. Parents or guardians shall continue to be responsible for the daily tuition for that day.

Withdrawal by Parent

You must give the Center Director at least one month's notice in writing if you wish to withdraw your child from the Center. If you do not give such notice, you will still be

responsible for your entire last 30-days of tuition plus any previously unpaid balances.

_____Initial

Termination by Center

(1) The Center may terminate your child's enrollment in the Center, effective immediately, if any of the following conditions arise: In the judgment of the Center Director, the child's behavior or the parent's behavior threatens the physical or mental health of other children or of the staff/parents of the Center;

(2) Tuition is not paid by Wednesday at noon.

(3) The child is routinely picked up later than the Center closing time or more than thirty (30) minutes late two (2) or more times in a one-month period.

(4) The child is ill when brought to the Center more than three (3) times within any thirty (30)-day period or the parent fails to pick up a sick child within one hour after being notified of the sickness more than two (2) times during any six (6) month period.

Two Weeks' Notice. The Center may terminate your child's enrollment upon two (2) weeks' notice to you if any of the following conditions arise: Any of the conditions listed in (a) above has occurred, and the Center has not exercised its right to terminate enrollment immediately;

In the judgment of the Center Director, the Center's program does not meet the developmental or special needs of your child

You fail to abide by the terms of this Agreement _____ Initial

Additional Reminders

No Cell Phone Zone For All

Themba has a no cell phone zone! Parents, please refrain from using your cell phone at Themba during pick up and drop off. Teachers have very limited times to communicate with you, so please be available to chat with them about your child's day. _____ Initial

Fraternizing Policy

Staff are not allowed to create personal relationships with parents outside of Themba's business hours. If a staff member decides to fraternize with any parent currently enrolled at Themba, that staff member and the parent will be terminated immediately. ____ Initial

Hair Beads

NO Hair Beads Policy- Due to the number of beads that are found on the floor and in

children's mouths and noses, we have been forced to implement a NO HAIR BEADS policy for the center. Beads pose a serious danger to young children. _____Initial

9-Hour Rule

Children's maximum number of hours at Themba is 9 hours. I understand that I will be charged an additional \$50.00 per week if my child stays over the contractual agreement, or I will be charged a late fee as outlined in this agreement _____Initial

Safety

For Safety reasons, please do not hold the front door open for anyone. Every parent must use his or her code to enter the building. If the person doesn't have a code, please allow the person to ring the doorbell and show their ID. _____Initial

Parking/ No Idling

Please do not park or stand in the fire lane or around the circle. All cars must be parked in a parking space to allow parents to exit the parking lot without being held up. _____ Initial

Parents or Staff may not leave their car running for more than 30 seconds while dropping off or picking up.
_____ Initial

No Admittance after 10:00 am

Children will not be admitted after 10:00 am without a doctor's note. If a child was administered shots during the doctor's visit, the child might not return to school due to complications from the shots and fever symptoms associated with the medicine that often makes the child irritable. _____Initial

No child will be admitted during nap time between 1 pm-3 pm, we highly recommend that parents schedule doctor's appointments during the early morning hours to get back to the center prior to nap time.

Parents are not allowed in the classrooms to cut down on germs. _____ Initial

Holiday Closings

Themba will close on Christmas Eve until the day after New Year's Day. Tuition is still due _____ Initial

15 a. Field Trip Participation.

You acknowledge and agree that the Center's regular program includes field trips and other off-premises activities involving transporting the children on public transportation, in chartered vehicles, or in vehicles driven by **THEMBA CLC** staff and parent volunteers. You will be asked to sign a separate Field Trip Permission Form for each excursion. **You acknowledge and agree that no alternate care may be available at the Center if you do not wish your child to attend such field trips or field trips and that no tuition refund will be given.** Each parent must participate in and attend one field trip per year with their child(ren).____Initial

If the Center Director or Senior Staff determines that the child needs individual attention, the parent(s) may be requested to attend the field trip with the child, or the child may not be allowed to participate.

No alternate care will be provided for any child that will not attend the trip(only pertaining to three's and four years old children); infants - two are not expected to attend without a parent due to their age.

15 b. Child Custody/Separation/Divorce/Other Personal Issues Issues relating to child custody, separation and/or divorce, or other personal issues are between the parties involved and should not involve the School or its personnel. The School does not enforce custody agreements or facilitate supervised visitation. Teachers and administrators need to be focused on the children at the school rather than the outside personal issues of the families. If the Administration judges that a family's personal situation becomes or threatens to become a problem, this is grounds for immediate termination of enrollment. While we sympathize with families wrestling with these types of issues, the School needs clear "all or nothing" directions regarding who is allowed to pick up children. For example, "only mom is allowed to pick up," "only dad or dad's mother are allowed to pick up," or "both parents are allowed to pick up." If there is a custody arrangement regarding different parents picking up on certain days, and the wrong parent picks up, this is an issue to be taken up with a lawyer or the Court, not the School. Initial_____ A child may not return to Themba after a parent removes the child for visitation purposes _____Initial

16 Publicity and Outside Consultants.

We ask for your permission for your child to be photographed or captured via digital imagery, or videotaped, for publicity, news purposes, Website Page, Social Media, and marketing and educational purposes?_____Yes,____No

17 Liability Release.

THEMBA CLC maintains an insurance policy to cover its liability for injuries, losses, and damage that may occur to your child, your child's property, or your property caused by fire, theft, storm, or other causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your child, or your child's heirs and successors may have against **THEMBA CLC** or any successor corporation, or against any officer, shareholder, employee, or agent of **THEMBA CLC**, or any successor corporation, for any and all injuries, losses, and damage to your child, your child's personal

property, and your personal property to the extent that those injuries, losses, and damage are not covered by the insurance policy maintained by **THEMBA CLC**, or any successor corporation, or to the extent that the monetary amount of such injuries, losses, or damage exceed any amount payable under such insurance policies. You agree to be responsible for and hold harmless **THEMBA CLC**, any successor corporation, and any of the officers, shareholders, or directors of **THEMBA CLC**, or any successor corporation from and against any and all claims, suits, judgments, or costs that may be brought against **THEMBA CLC**, any successor corporation, its officers, employees, shareholders, or agents of **THEMBA CLC**, for the actual or alleged acts or omissions of you or your child(ren).

18 Certification That All Information Is Correct.

The following attachments form a part of this Enrollment Agreement. You hereby certify that you have accurately completed all the forms listed below and that you have read and agree to abide by all provisions of the Parent Handbook. You agree to notify **Themba** if there is any change in the information you have supplied on the forms listed below:

- a. Deposit Acknowledgment/Receipt
- b. Developmental History Form
- c. Pick-Up Release Form
- d. Custody Information Form (if applicable)
- e. Emergency Information Cards (2)
- f. Authorization to Treat a Minor Form (notarized)
- g. Child Health Inventory and Immunization Record.
- h. Receipt of Parent Manual
- i. Government Issued ID
- j. Tuition Express

Severability/Unenforced Terms Not Waived.

If any term of this Agreement is declared invalid or unenforceable, it will be severed, and all other terms will remain effective, and they will be construed as though the invalid or unenforceable term did not exist. If **Themba CLC** does not require that you comply with any term of this Agreement, **Themba CLC** will not be deemed to have waived its right to demand compliance with the said term later.

AGREED TO

Parent's or Guardian's Signature_____ **Date** _____

Parent's or Guardian's Signature _____ **Date** _____

Director _____ **Date** _____

INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____) _____
Telephone Number