



OUR COMPLETE  
2021-2022 FREE PRE-K  
ENROLLMENT PACKET

Themba Creative Learning Center,  
LLC

2021-2022 Pre Kindergarten Program  
Registration Application Checklist  
Themba Will Only Accept Completed Applications

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

- ✓ Birth Certificate
- ✓ Completed Enrollment Package for  
website: thembaclc.com
- ✓ Proof of Income: (any one of two below)
  - 2020 Tax Returns
  - TCA/Cash Assistance
- ✓ Shot Records
- ✓ Health Records
- ✓ Copy of a Valid Driver's License

**\* Child must be four by September 1 \***

**Item**  
**Required**

**Available**

**Not**  
**Available**

Application Submitted By \_\_\_\_\_

Date \_\_\_\_\_

Application Reviewed By \_\_\_\_\_

Date \_\_\_\_\_

**Poverty Guidelines, all states (except Alaska and Hawaii)****2021 Annual****Household**

<b>/ Family Size</b>	<b>50%</b>	<b>• 100%*</b>	<b>125%</b>	<b>130%</b>	<b>133%</b>	<b>135%</b>	<b>138%</b>	<b>150%</b>	<b>175%</b>	<b>185%</b>	<b>200%</b>	<b>250%</b>	<b>300%</b>	<b>400%</b>
<b>1</b>	6,380	\$12,760	15,950	16,588	16,971	17,226	17,609	19,140	22,330	23,606	25,520	31,900	38,280	51,040
<b>2</b>	8,620	\$17,240	21,550	22,412	22,929	23,274	23,791	25,860	30,170	31,894	34,480	43,100	51,720	68,960
<b>3</b>	10,860	\$21,720	27,150	28,236	28,888	29,322	29,974	32,580	38,010	40,182	43,440	54,300	65,160	86,880
<b>4</b>	13,100	\$26,200	32,750	34,060	34,846	35,370	36,156	39,300	45,850	48,470	52,400	65,500	78,600	104,800
<b>5</b>	15,340	\$30,680	38,350	39,884	40,804	41,418	42,338	46,020	53,690	56,758	61,360	76,700	92,040	122,720
<b>6</b>	17,580	\$35,160	43,950	45,708	46,763	47,466	48,521	52,740	61,530	65,046	70,320	87,900	105,480	140,640
<b>7</b>	19,820	\$39,640	49,550	51,532	52,721	53,514	54,703	59,460	69,370	73,334	79,280	99,100	118,920	158,560
<b>8</b>	22,060	\$44,120	55,150	57,356	58,680	59,562	60,886	66,180	77,210	81,622	88,240	110,300	132,360	176,480
<b>9</b>	24,300	\$48,600	60,750	63,180	64,638	65,610	67,068	72,900	85,050	89,910	97,200	121,500	145,800	194,400
<b>10</b>	26,540	\$53,080	66,350	69,004	70,596	71,658	73,250	79,620	92,890	98,198	106,160	132,700	159,240	212,320

**Poverty Guidelines, all states (except Alaska and Hawaii)****2021 Monthly****Household**

<b>/ Family Size</b>	<b>50%</b>	<b>*100%*</b>	<b>125%</b>	<b>130%</b>	<b>133%</b>	<b>135%</b>	<b>138%</b>	<b>150%</b>	<b>175%</b>	<b>185%</b>	<b>200%</b>	<b>250%</b>	<b>300%</b>	<b>400%</b>
<b>1</b>	532	\$1,063	1,329	1,382	1,414	1,436	1,467	1,595	1,861	,1 967	2,127	2,658	3,190	4,253
<b>2</b>	718	\$1,437	1,796	1,868	1,911	1,940	1,983	2,155	2,514	2,658	2,873	3,592	4,310	5,747
<b>3</b>	905	\$1,810	2,263	2,353	2,407	2,444	2,498	2,715	3,168	3,349	3,620	4,525	5,430	7,240
<b>4</b>	1,092	\$2,183	2,729	2,838	2,904	2,948	3,013	3,275	3,821	4,039	4,367	5,458	6,550	8,733
<b>5</b>	1,278	\$2,557	3,196	3,324	3,400	3,452	3,528	3,835	4,474	4,730	5,113	6,392	7,670	10,227
<b>6</b>	1,465	\$2,930	3,663	3,809	3,897	3,956	4,043	4,395	5,128	5,421	5,860	7,325	8,790	11,720
<b>7</b>	1,652	\$3,303	4,129	4,294	4,393	4,460	4,559	4,955	5,781	6,111	6,607	8,258	9,910	13,213
<b>8</b>	1,838	\$3,677	4,596	4,780	4,890	4,964	5,074	5,515	6,434	6,802	7,353	9,192	11,030	14,707
<b>9</b>	2,025	\$4,050	5,063	5,265	5,387	5,468	5,589	6,075	7,088	7,493	8,100	10,125	12,150	16,200
<b>10</b>	2,212	\$4,423	5,529	5,750	5,883	5,972	6,104	6,635	7,741	8,183	8,847	11,058	13,270	17,693



6715 Cipriano Road, Lanham- Maryland 20706  
Center: 301-552-5437 | Fax: 301-552-7565 fax [www.thembacdc.com](http://www.thembacdc.com)

## New Parent Orientation Checklist

- ☐ Discussion of Health and Developmental Screening
- ☐ Introduction to key employees
- ☐ Receipt of parent handbook (download from website)
- ☐ Discussion of expectations of family and the needs of the child
- ☐ Discussion of legal parent/legal guardian and teacher role
- ☐ Extended visit in the classroom by both parent and child
- ☐ Overview of family support resources and policy and procedures
- ☐ Interpreter available if needed
- ☐ Opportunity for Extended Visit in the classroom by family
- ☐ Family Visit with classroom teaching team
- ☐ Agree to the potty training routines
- ☐ Technology Usage
- ☐ Tour of Facility

Parent 1 Signature

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Date

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Parent 2 Signature

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Date

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Child's Name

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Age

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# Parent/Guardian Acknowledgement Of Receipt of Parent Manual

I have received Themba Creative Learning Center LLC, **Parent Manual** and I have agreed to read, abide by, and follow the policies set forth therein.

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?

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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 \_\_\_\_\_

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Signature of Parent(s)/Guardian(s)

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Print Name

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Date

# Parent Orientation

## Pre-K II A Program Agenda

**Introductions:** CEO/President

Directors

Teachers

**Pre k Program- Overview**

Hours of Program/Class Schedule

Late Pick up-Fee after 3:00pm

Uniform Policy

Classroom Supplies

**Mandatory** Back to School Night- October 14, 2021

All Children must get screening for Visual and Hearing Test prior to starting school

**Parent Teacher Conferences:**

February 22 - 2hr Delayed for Students

**Attend Two Family/Community Events:**

October 29th

May 27th

**Attend Four Mandatory Virtual Parent Workshops:**

January 8th Health & Nutrition Seminar

March 12th Skill Building Self Sufficiency Seminar

April 23rd Continued Education Training PG Community College

May 21st Transitioning from Daycare to Pre-k

**Policy and Procedures:**

Inclement Weather: We follow PG County Schools Inclement Closings

**No child will be** admitted after 8:45am without a doctor's

Birthday Parties

Where to park cars?

Security- Door Code/Holding door for parents

No Hair beads

Signing Child In/Out

Cell phones

Healthy Food Policy

Changes of Clothes

Children with Challenging Behaviors and Special Needs

Children temperatures will be taken at the door-

Please do not give child fever reducing meds prior to school

Children must wash hands upon arrival

Child **MUST** be fully Potty Trained

**If your Child Bring Lunch- No Microwave is Available to warm up food**

## 2021-2022 Supply list

### PRE-K

- ✓ 3 sets of clothing please include underclothes
- ✓ 1 small blanket and 2 crib sheets
- ✓ 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
- ✓ Closed toe black shoes only no flip flops
- ✓ Glue sticks
- ✓ Large Beginners Pencils (Ticonderoga)
- ✓ 1 pair of Child Scissors
- ✓ 2 folders –2 composition notebooks
- ✓ 2 pack of facial wipes
- ✓ 2 pack of flushable wipes
- ✓ Reusable Water Bottle



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



## **Mandatory Themba Uniform Policy**

Ages 2-4yrs | Monday-Friday

- ❖ **Navy blue Khaki dress, skirt, or bottoms (no jeans)**
- ❖ **Navy blue sweater (optional)**
- ❖ **Powder blue or white collared top (no tee shirts)**

**Closed toe black shoes only \*\***

If your child is not in uniform, you will be asked to pick your child up or bring the uniform to the center in a timely manner.

Children do not wear uniforms during the summer months





## 2021 - 2022 School Calendar

<u>September 6</u>	<u>Monday</u>	<u>Labor Day- School/Office Closed</u>
<u>September 8</u>	<u>Wednesday</u>	<u>First Day of School</u>
<u>September 16</u> <u>October 1</u>	<u>Thursday</u> <u>Friday</u>	<u>Yom Kippur Holiday School Closed</u> <u>Professional Development School Closed for Students</u>
<u>October 11</u> <u>October 15</u>	<u>Monday</u> <u>Friday</u>	<u>School Closed/ Native American Day</u> <u>Professional Development-School Closed for Students</u>
<u>November 11</u> <u>November 17</u>	<u>Thursday</u> <u>Wednesday</u>	<u>Holiday-Veterans Day Closed @ Themba</u> <u>Professional Development - 2Hr Early Dismissal</u>
<u>November 24-26</u>	<u>Wednesday-Friday</u>	<u>Holiday- Thanksgiving School/Office Closed</u>
<u>December 24-31</u>	<u>Friday-Friday</u>	<u>Winter Break &amp; Christmas Break School Closed for Students and Teacher</u>
<u>January 17</u>	<u>Monday</u>	<u>Holiday-MLK Birthday- School and Office Closed</u>
<u>February 3</u> <u>February 21</u>	<u>Thursday</u> <u>Monday</u>	<u>Professional Development - 2Hr Early Dismissal</u> <u>Holiday- President's Day- School and Office Closed</u>
<u>February 22</u>	<u>Tuesday</u>	<u>Parent Teachers Conferences- 2 HR Delayed Opening for Students</u>
<u>March 7</u> <u>April 8</u>	<u>Monday</u> <u>Friday</u>	<u>Professional Development-School Closed for Students</u> <u>Professional Development - 2Hr Early Dismissal</u>
<u>April 11-14</u>	<u>Monday- Thursday</u>	<u>Spring Break School Closed</u>
<u>April 15-18</u> <u>April 12</u>	<u>Friday- Monday</u> <u>Monday</u>	<u>Spring Break &amp; Easter Holidays- School Closed</u> <u>Professional Day for Teachers- 2HR. Early Dismissal for Students</u>
<u>May 3</u> <u>May 30</u>	<u>Tuesday</u> <u>Monday</u>	<u>Eid al-Fitr Holiday- School Closed for Students</u> <u>Holiday Memorial Day- School Closed</u>
<u>June 17</u> <u>June 24</u>	<u>Friday</u> <u>Friday</u>	<u>Last Day of School for Students Only</u> <u>Last Day for Teachers</u>

# Themba Creative Learning Center LLC

## PRE-K ENROLLMENT AGREEMENT – SY 2021-2022

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 \_\_\_\_\_  
(parents/guardians), agree to enroll \_\_\_\_\_ (child's name), at THEMBA Creative Learning Center, and THEMBA agrees to accept your child's enrollment, under the terms and conditions as stated below:

### 1. Program and Hours of Care

Beginning on \_\_\_\_\_, 20\_\_\_\_ The Center will provide care for your child in the Free-Pre-k classroom during the school-year 2021-2022. Following PG County Public School System school year calendar. The Pre-k program at Themba will operate Monday-Friday from

\_\_\_\_\_ - \_\_\_\_\_  
(excluding all closed days as observed by the PG County School System).

No drop-offs allowed before the school day start time as stated above. Classrooms operate on specific 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 10 hours per day. \_\_\_\_ (initial \_\_\_\_) The fee is an Additional \$25 per week if the parent needs more than 10hrs of care. \_\_\_\_ (initial \_\_\_\_) If a parent fails to pick up at contractual time, late pick-up fees will automatically be charged to the account that day.

Please review the late pick-up fee policy included in your enrollment packet. \_\_\_\_ (initial \_\_\_\_)

**2. Payment** –Scholarship based enrollment – No tuition payments required, **unless Before and/or After care is required and specified.**

- a. Registration Fee – N/A
- b. Tuition - N/A

### 3. 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 credit

card or bank draft.

No other payment methods are accepted. If any automated payment is returned unpaid, you will owe a service fee of \$35.00 in addition to other amounts due.

#### **4. Late Pick-Up Penalties**

If your child is picked up after the scheduled closing time of \_\_\_\_\_pm, you will owe a late fee of

\$15.00 for up to the first 5 minutes and \$1.00 for each additional minute. These late pick-up penalties must be paid in cash immediately to the office staff. 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 \_\_\_\_)

#### **5. 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.

#### **6. 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

#### **7. 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 \_\_\_\_)

#### **8. 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 a re-admission.

\_\_\_\_\_(initial \_\_\_\_)

Some communicable diseases may cause a longer time period for the child to be absent in order 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 \_\_\_\_)

#### **9. Holidays and Other Closings**

The Center will be closed on the following holidays: New Year's Day, Martin Luther King, Jr. 's Birthday, Columbus Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and the day after, Christmas Eve

and Christmas Day. If any holiday falls on a Saturday or Sunday, Themba may be closed on the following Monday.

Themba is also closed 2-3 days per year for staff professional development.

\_\_\_\_\_(initial \_\_\_\_)

This pre-k program follows the PG County School Systems School-Year 2019-2020 Calendar. The Pre-K program at Themba will also close on the school system's closure dates. \_\_\_\_\_(initial \_\_\_\_)

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

### **10. Inclement/Emergency Closings**

Sometimes Themba must close because of emergencies or inclement weather. When you are not sure about the closing of the center, please call the office by 5:30am or check our website, [www.thembacdc.com](http://www.thembacdc.com) for updates. Themba will also send out an alert by email and or text.

Tuition fees are still due during emergency and/or inclement weather closings.

Refunds or credits will not be given.

This pre-k program follows the PG County School Inclement Weather delays and closures. Should the school system close for inclement weather, the Pre-K program at Themba will also close. You are advised to watch and listen to news for such announcements. \_\_\_\_\_

(initial \_\_\_\_)

### **11. Suspension**

In the judgment of the Center Director, or designated, if the child's behavior threatens the physical or mental health of other children or of the staff of the Center, the Center Director or designated 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. \_\_\_\_\_(initial \_\_\_\_)

### **13. 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 give such notice and if an enrollment deposit was received during enrollment, you may use your Deposit as a credit against your last month's tuition. If you do not give such notice, and a deposit was not received at enrollment, you will still be responsible for your entire last 30-days tuition. If you do not give such notice, your entire Enrollment Deposit and any prepaid tuition will be forfeited (Initial\_\_\_\_)

### **13. Termination by Center**

#### **a.) Immediate Termination**

(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 in the Center threatens the physical or mental health of other children or of the staff/parents of the Center;

(2) 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.

(3) 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.

#### **b.) Two Weeks' Notice**

(1) 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;

(2) In the judgment of the Center Director, if the Center's program does not meet the developmental or special needs of your child.

(3) You fail to abide by the terms of this Agreement.\_\_\_\_\_(initial \_\_\_\_)

### **14. Cell Phones**

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 \_\_\_\_)

### **15. Fraternizing Policy**

Staff is not allowed to create personal relationships with parents outside of Themba's business hours. If a staff member does decide to fraternize with any parent that is currently enrolled at Themba, that staff member and the parent will be terminated immediately.\_\_\_\_\_(initial \_\_\_\_)

### **16. Hair Beads**

Due to the number of beads that are found on the floor and in children's mouths and even noses, we have been forced to implement a NO HAIR BEADS policy for the daycare center. Please do not put beads in your child's hair. If they come to school with beads in their hair, we will remove them. They pose a serious danger to all

children in the center. \_\_\_\_\_(initial \_\_\_\_)

### **17. 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 their show ID.

\_\_\_\_\_(initial \_\_\_\_)

### **18 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 the car running for more than 30 seconds while dropping off or picking up. (Initial\_\_\_\_)

### **19. No Admittance after 10:00am/Shots**

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

\_\_\_\_\_(initial \_\_\_\_)

### **20 a. Field Trip Participation.**

You acknowledge and agree that the Center's regular program includes field trips and other off- premises activities that involve transporting the children on public transportation, in chartered vehicles, or in vehicles that are 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 in case you do not wish your child to attend such field trip or field trips, and that no tuition refund will be given in such case.

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. \_\_\_\_\_(initial \_\_\_\_)

### **20 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, nor does it 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” or “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 with the School. (Initial\_\_\_\_\_)

A child may not return to Themba after a parent removes the child for visitation purposes.(Initial\_\_\_\_\_)

### **21. Publicity and Outside Consultants.**

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

### **22. 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/children.

### **23. 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.Receipt of Parent Manual
- 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. Form K.
- i. Government Issued ID

**24. 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, elects not to 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 said term at a later time.

AGREED TO

Parent's or Guardian's Signature

Date

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Parent's or Guardian's Signature

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Date

---

Center Director's\Assistant Director's Signature

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Date

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## EMERGENCY FORM

### INSTRUCTIONS TO PARENTS:

Complete all items on this side of the form. Sign and date where indicated.

If your child has a medical condition, which might require emergency medical care. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED  
ANNUALLY.

Allergies: \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Enrollment Date \_\_\_\_\_ Hours & Days of Expected Attendance \_\_\_\_\_

Child's Home Address \_\_\_\_\_  
Street/Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian Name(s)	Relationship	Phone Number(s)		
		Place of Employment: _____	C: _____	H: _____
		W: _____		
		Place of Employment: _____	C: _____	H: _____
		W: _____		

Dad's Email \_\_\_\_\_ Mom's Email \_\_\_\_\_

Name of Person Authorized to Pick Up Child (daily) \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_  
Street/Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Any Changes/Additional Information \_\_\_\_\_

ANNUAL UPDATES \_\_\_\_\_  
(Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address \_\_\_\_\_  
Street/Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_

2. Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address \_\_\_\_\_  
Street/Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_

Child's Physician or Source of Health Care \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
Street/Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the childcare facility to have your child transported to that hospital.

Signature of Parent/Guardian \_\_\_\_\_ 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



301-552-5437

6715 Cipriano Road

Lanham, MD 20706

[thembaclc.com](http://thembaclc.com)

## Notice of Late PickUp Policy and Fees

The Pre-k program at Themba closes at 3:00pm(prek2), 3:30pm (prek3). We suggest that children be picked up a few minutes prior to the program's end time. Children not picked up by 3:00pm will be brought to the front office to wait for their parent(s). **Be advised, during such occurrence, the parent will be FULLY responsible for the total assessed late pickup fee.**

Your child anticipates your arrival and becomes worried and anxious if his/her classmates have all been picked up while his/her parents have yet to appear. Additionally, our staff have been on duty for an entire full day; understandably, they are ready to return to their families, and carry out their personal plans for the evening. It is unreasonable to further inconvenience them by prolonging their work day.

Out of respect to our staff and their time, please make arrangements to pick up your child before the close of business. Again, be advised that if you arrive after 3:00pm(prek2), 3:30pm (prek3), you will be presented with a late pickup bill assessed for the total amount of time for your late arrival (rates below).

**Late Fee Per Child:** \$15.00 for up to the first 5 minutes

\$1.00 for each additional minute

**Late fees owed are payable in cash and at pickup, to the office staff directly. NO EXCEPTIONS.**

All late pick ups are archived and tracked. Parents with three late pickups during the course of one week will incur a **100% fee increase** for any subsequent late pickup occurrence(s). After six incidents of late pick-ups, the child will not be able to attend the Center the next day, and enrollment for the future will be in jeopardy.

If a family has an emergency near the end of the day, such as a car breaking down, an illness, or traffic jams, parents must first inform the Center, and then make alternate plans for pick-up. Late fees will be imposed even under emergency conditions.

**NOTE:** Refusal to pay assessed late fees or confrontational behavior towards our staff concerning your balance late fee is **strictly prohibited** and will jeopardize your child's enrollment at THEMBA. We appreciate your understanding and commitment to this policy.

Sincerely,

Management

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Healthy & Nutritious Meals/Snack Policy Since 2008**

Themba Creative Learning Center provides nutritious breakfast/snacks and milk as part of your child's program. In addition, parents may decide to participate in a hot lunch program provided by Smart Lunches Catering Company, or bring a healthy lunch from home.

Themba CLC, promotes healthy eating habits and a positive attitude about food. Serving healthy food at preschool sets a great example for children and can be simple to prepare. Try to include at least 2 food groups for variety and balanced nutrition. Snacks/ Meals should be low in fat and sugar. Drinks may include milk, water, or 100% fruit juice.

Themba CLC is a nut free school, please check labels accordingly and DO NOT bring any snacks/meals containing any nut products.

### **Prohibited Foods**

The following potential hazards may not be included in children's lunches sent from home: hotdogs (neither whole nor pieces), nuts, popcorn, raisins, raw peas, corn, raw carrots, hard pretzels of any size, or whole grapes. Meat must be cut in a portion that can be safely swallowed whole. \*\* Please see birthday celebration Guidelines about prohibited foods\*\*

Also, in order to prevent injuries from breaking glass, please do not send drinks in glass bottles. Juice boxes are easy for the children to handle; "Capri Sun" foil containers are not.

Suggested food items are: fruits & vegetables with low fat dips, 100% juice, tortilla chips and salsa, yogurt, fruit muffins, animal crackers, mozzarella sting cheese, multi-grain chips, pretzels, pita bread chips, rice cakes, granola bars/no nuts, bagels, cereal bars, oatmeal meat, dry beans..

Themba will not allow any junk food including birthday cake or fast food to be consumed in the facility. Please serve your child before entering into the center any fast food/junk food products. Soda's are not allowed in the center.

Please do not send candy. A child with candy in her lunch will be asked to place it back in her cubby/lunchbox until pick up time. Teachers ask that on the rare occasion when you bring in food from a fast food establishment, you take the toy and food out of the bag, and present the food separately on a plate. The bag and the toy can be kept in your care until you pick up your child at the end of the day.

References: USDA Child and Adult Care Food Program/NAC Accreditation



6715 Cipriano Road, Lanham- Maryland 20706 \*301-552-5437 \* 301-552-7565 fax \*[www.thembacdc.com](http://www.thembacdc.com)

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## Healthy Foods For Celebrations

### Policy revised 8/19/13

Please help us encourage lifelong healthy habits among our children. We encourage parents to join us for their child's birthday or other special occasions.

Typically, foods for celebration includes cupcakes, candy, cookies and other "treats" that have a large amount of sugar, calories and fat. There is nothing wrong with an occasional treat, but unhealthy choices have become the norm rather than the exception.

Please submit this form to the classroom teacher one week before your child's birthday party. All parties must start by 3:30pm and end by 4:30pm. Themba does not allow balloons since they are a major cause for choking in young children, **home cooked food, cakes/cupcakes or unhealthy snacks are also prohibited.**

The following is a list of alternatives our facility will allow for celebrations/special occasions that promote and reinforce good nutrition.

Please check all items you may bring to the party.

- |   |  |
|---|--|
| <input type="checkbox"/> 100% Juice boxes         | <input type="checkbox"/> Crackers                          |
| <input type="checkbox"/> Tortilla chips and salsa | <input type="checkbox"/> Flavored Milk                     |
| <input type="checkbox"/> Yogurt                   | <input type="checkbox"/> Cheese Pizza Only                 |
| <input type="checkbox"/> Fruit Muffins            | <input type="checkbox"/> Crackers with cheese              |
| <input type="checkbox"/> Fruit Smoothies          | <input type="checkbox"/> Mozzarella string cheese pack     |
| <input type="checkbox"/> Dried Fruit              | <input type="checkbox"/> Decorations/paper products Goodie |
| <input type="checkbox"/> Favors                   | <input type="checkbox"/> Bags/No Candy                     |
| <input type="checkbox"/> Pretzels                 | <input type="checkbox"/> Entertainment Name                |
| <input type="checkbox"/> Fresh Fruit/Vegetable    | <input type="checkbox"/> Other                             |
| <input type="checkbox"/> Animal                   |  |

\*\* If you would like something other than the items listed above please speak with the director for approval.

Child's Name \_\_\_\_\_ Date of Party \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Limit two outside guest \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Director's Signature \_\_\_\_\_

## Guidelines for Healthy Celebrations

Please help us encourage lifelong healthy habits among our children. We encourage parents to join us for their child's birthday or other special occasions.

Our facility will only allow healthy foods for celebrations. If you feel that you want to provide "treats" for a special celebration here is a list of non-food suggestions:

<u>Stickers</u>	<u>Decorative pencils</u>
<u>Little toys</u>	<u>Party hats/Favors</u>
<u>Erasers</u>	<u>Bubbles</u>
<u>Finger/hand puppets</u>	<u>Whistles</u>
<u>Glow in the dark items</u>	<u>Rubber</u>
<u>stamps Party Favors</u>	<u>Fake Tattoos</u>
<u>Fake teeth</u>	<u>Toothbrushes</u>

Before bringing items to the facility, make sure the items you wish to bring are approved and age appropriate for the celebrating group.

Depending on the size and the number of children in your child's class, providing treats or gifts to all the children could become costly. Here are a couple of low-cost, easy ideas that will give your child a memorable experience on their special day:

- Decorate your child's classroom. Example: A banner with the child's name and "Happy Birthday." This will make your child feel special during the celebration/special occasion without adding unneeded fat and sugar in the diet.
- Take time to have a meal with your child at the center. This gives your child personal attention.
- Buy or supply a special book to be read during the day. Make it even more special by coming to your child's class to read the story.
- Plan and provide a special craft project for your child's class.



## **SHELTER –IN PLACE PROCEDURES**

Dear Parents,

Due to the challenging times we are living in, we have added a new procedure to our school safety and security plan. This plan was designed with the help of MEMA (Maryland Emergency Management Agency), law-enforcement and public health officials.

Public health officials advise us that a shelter-in-place will help protect children from exposure to dangerous chemicals in the event of a biological attack, and the air becomes unsafe to breathe.

If dangerous chemicals are released in the community and pose a threat to children during the day, we would be directed by public health or safety officials to bring all children and staff indoors and to close and secure all doors and windows.

Public safety officials have informed us that the neutral atmospheric pressure created by these actions would create a barrier and help keep chemical agents from leaking into the building. This approach is proven to be safe, much safer than evacuating into contaminated outdoor environments.

During a shelter-in-place incident, our building would be secured and no people would be allowed in or out of the building until an all-clear signal is given from health officials. To ensure that we can adequately provide for all students in the event of an emergency, all parents must prepare an individual emergency kit for their child and send it ASAP. All items must be placed in a 2 gallon zip-lock bag.

### **EMERGENCY PREPAREDNESS ITEMS**

**(Place all items in a 2 gallon zip-lock bag)**

PLEASE PUT YOUR CHILD'S NAME ON ALL ITEMS

<b>Two, Three &amp; Four Year Old</b>	<b>Infants/Toddlers Only</b>
2-16oz bottles of water	Pack of diapers or pull-ups
1-Emergency Blanket Myler	2-Complete changes of clothes
1-Large Pack of Wet Ones	2-Bottles of juice
2-Cans of tuna fish with flip top, or similar item with a flip top that you know your child would eat straight from the can.	4-Cans of baby food
2-Packs of Crackers	4-Individual serving cans of baby formula( if your child is still using formula)
2-Cups of applesauce	1-Small comfy toy
2-changes of clothes and pull-ups	1-Pack of wet ones
2-Day supply of any medicine your child may be taking	

**Before and After School Parents:** please pack 2 bottles of water, crackers, non perishable canned foods with a flip top, a blanket, and a(2) day supply of medicine that your child may be taking.

# Headlines From Home

Child's Name \_\_\_\_\_ Child's Current Age \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_

Your Relationship to the Child \_\_\_\_\_

**1.** What are your child's favorite activities at home?

**2.** What are some of your child's strengths?

**3.** Do you feel that the developmental needs of your child are being met?

**4.** Do you presently have any concerns about your child that you would like to discuss?

**5.** Is there anything away from our setting that may be affecting your child's behavior?

**6.** What learning and growth goals do you have for your child (short-term and/or long-term)?

**7.** Please list other topics or questions you would like to talk about.



MARYLAND STATE DEPARTMENT OF  
EDUCATION  
Office of Child Care  
**HEALTH INVENTORY**

**Information and Instructions for Parents/Guardians REQUIRED**

**INFORMATION**

The following information is required prior to a child attending a Maryland State Department of Education licensed, registered or approved child care or nursery school:

- ***A physical examination*** by a physician or certified nurse practitioner completed no more than twelve months prior to attending child care. A Physical Examination form designated by the Maryland State Department of Education and the Department of Health and Mental Hygiene shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02 and 13A.17.03.02).
- ***Evidence of immunizations.*** A Maryland Immunization Certification form for newly enrolling children may be obtained from the local health department or from school personnel. The immunization certification form (DHMH 896) or a printed or a computer generated immunization record form and the required immunizations must be completed before a child may attend. This form can be found at:  
[http://ideha.dhmh.maryland.gov/IMMUN/pdf/896\\_form.pdf](http://ideha.dhmh.maryland.gov/IMMUN/pdf/896_form.pdf)
- ***Evidence of Blood-Lead Testing for children living in designated at risk areas.*** The blood-lead testing certificate (DHMH 4620) (or another written document signed by a Health Care Practitioner) shall be used to meet this requirement. This form can be found at:  
<http://apps.fcps.org/dept/health/MarylandDHMHBloodLeadTestingCertificateDHMH4620.pdf>

**EXEMPTIONS**

Exemptions from a physical examination, immunizations and Blood-Lead testing are permitted if the family has an objection based on their religious beliefs and practices. The Blood-Lead certificate must be signed by a Health Care Practitioner stating a questionnaire was done.

Children may also be exempted from immunization requirements if a physician, nurse practitioner or health department official certifies that there is a medical reason for the child not to receive a vaccine.

The health information on this form will be available only to those health and child care provider or child care personnel who have a legitimate care responsibility for your child.

**INSTRUCTIONS**

Please complete Part I of this Physical Examination form. Part II must be completed by a physician or nurse practitioner, or a copy of your child's physical examination must be attached to this form.

If your child requires medication to be administered during child care hours, you must have the physician complete a Medication Authorization Form (OCC 1216) for each medication. The Medication Authorization Form can be obtained at

[http://www.marylandpublicschools.org/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/30754/1216\\_MedAuth\\_r120511.pdf](http://www.marylandpublicschools.org/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/30754/1216_MedAuth_r120511.pdf)

If you do not have access to a physician or nurse practitioner or if your child requires an individualized health care plan, contact your local Health Department.

**PART I - HEALTH ASSESSMENT****To be completed by parent or guardian**

<b>Child's Name:</b> _____			<b>Birth date:</b> _____		<b>Sex</b> M <input type="checkbox"/> F <input type="checkbox"/>
Last                      First                      Middle			Mo / Day / Yr		
<b>Address:</b> _____					
Number      Street		Apt#	City	State	Zip
<b>Parent/Guardian Name(s)</b>		<b>Relationship</b>	<b>Phone Number(s)</b>		
		W:	C:	H:	
		W:	C:	H:	
<b>Where do you usually take your child for routine medical care? Name:</b> _____					
<b>Address:</b> _____			<b>Phone Number:</b> _____		
<b>When was the last time your child had a physical exam? Month:</b> <b>Year:</b> _____					
<b>Where do you usually take your child for dental care? Name:</b> _____					
<b>Address:</b> _____			<b>Phone Number:</b> _____		
<b>ASSESSMENT OF CHILD'S HEALTH</b> - To the best of your knowledge has your child had any problem with the following? Check Yes or No and provide a comment for any YES answer.					
	<b>Yes</b>	<b>No</b>	<b>Comments (required for any Yes answer)</b>		
Allergies (Food, Insects, Drugs, Latex, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
Allergies (Seasonal)	<input type="checkbox"/>	<input type="checkbox"/>			
Asthma or Breathing	<input type="checkbox"/>	<input type="checkbox"/>			
Behavioral or Emotional	<input type="checkbox"/>	<input type="checkbox"/>			
Birth Defect(s)	<input type="checkbox"/>	<input type="checkbox"/>			
Bladder	<input type="checkbox"/>	<input type="checkbox"/>			
Bleeding	<input type="checkbox"/>	<input type="checkbox"/>			
Bowels	<input type="checkbox"/>	<input type="checkbox"/>			
Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>			
Coughing	<input type="checkbox"/>	<input type="checkbox"/>			
Developmental Delay	<input type="checkbox"/>	<input type="checkbox"/>			
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>			
Ears or Deafness	<input type="checkbox"/>	<input type="checkbox"/>			
Eyes or Vision	<input type="checkbox"/>	<input type="checkbox"/>			
Head Injury	<input type="checkbox"/>	<input type="checkbox"/>			
Heart	<input type="checkbox"/>	<input type="checkbox"/>			
Hospitalization (When, Where)	<input type="checkbox"/>	<input type="checkbox"/>			
Lead Poisoning/Exposure	<input type="checkbox"/>	<input type="checkbox"/>			
Life Threatening Allergic Reactions	<input type="checkbox"/>	<input type="checkbox"/>			
Limits on Physical Activity	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Meningitis	<input type="checkbox"/>	<input type="checkbox"/>			
Prematurity	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Seizures	<input type="checkbox"/>	<input type="checkbox"/>			
Sickle Cell Disease	<input type="checkbox"/>	<input type="checkbox"/>			
Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>			
Surgery	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Does your child take medication (prescription or non-prescription) at any time?</b>					
No      Yes, name(s) of medication(s): _____					
<b>Does your child receive any special treatments?</b> (nebulizer, epi-pen, etc.) No      Yes, type of treatment: _____					

**Does your child require any special procedures?** (catheterization, G-Tube, etc.)

No ☐ Yes, ☐ what procedure(s):

I GIVE MY PERMISSION FOR THE HEALTH PRACTITIONER TO COMPLETE PART II OF THIS FORM. I UNDERSTAND IT IS FOR CONFIDENTIAL USE IN MEETING MY CHILD'S HEALTH NEEDS IN CHILD CARE.

**I ATTEST THAT INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Signature of Parent/Guardian

Date

**PART II - CHILD HEALTH ASSESSMENT**  
**To be completed *ONLY* by Physician/Nurse Practitioner**

<b>Child's Name:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>			<b>Birth Date:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Month / Day / Year</span> </div>		<b>Sex</b> M <input type="checkbox"/> F <input type="checkbox"/>		
<b>1.</b> Does <input type="checkbox"/> the child named above have a diagnosed medical condition? No <input type="checkbox"/> Yes, describe: _____							
<b>2.</b> Does the child have a health condition which may require EMERGENCY ACTION while he/she is in child care? (e.g., seizure, allergy, asthma, <input type="checkbox"/> bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE and describe emergency action(s) on the emergency card. No <input type="checkbox"/> Yes, describe: _____							
<b>3. PE Findings</b>							
<b>Health Area</b>	<input type="checkbox"/> <b>WNL</b>	<input type="checkbox"/> <b>ABNL</b>	<input type="checkbox"/> <b>Not Evaluated</b>	<b>Health Area</b>	<input type="checkbox"/> <b>WNL</b>	<input type="checkbox"/> <b>ABNL</b>	<input type="checkbox"/> <b>Not Evaluated</b>
Attention Deficit/Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead Exposure/Elevated Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior/Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bowel/Bladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Musculoskeletal/orthopedic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac/murmur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical Illness/Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Endocrine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Psychosocial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENT				Respiratory			
GI				Skin			
GU				Speech/Language			
Hearing				Vision			
Immunodeficiency				Other:			
<b>REMARKS:</b> (Please explain any abnormal findings.)  							
<b>4. RECORD OF IMMUNIZATIONS</b> – DHMH 896/or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider <u>or</u> a computer generated immunization record must be provided. (This form may be obtained from: <a href="http://ideha.dhmd.maryland.gov/IMMUN/pdf/896_form.pdf">http://ideha.dhmd.maryland.gov/IMMUN/pdf/896_form.pdf</a> ) <b>RELIGIOUS OBJECTION:</b> I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any immunizations being given to my child. This exemption does not apply during an emergency or epidemic of disease. Parent/Guardian Signature: _____ Date: _____							
<b>5.</b> Is the child on medication? No <input type="checkbox"/> Yes, indicate medication and diagnosis: _____ <b>(OCC 1216 Medication Authorization Form must be completed to administer medication in child care).</b>							
<b>6.</b> Should there be any restriction of physical activity in child <input type="checkbox"/> care? <input checked="" type="checkbox"/> Yes, specify nature and duration of restriction: _____							
<b>7. Test/Measurement</b>	<b>Results</b>			<b>Date Taken</b>			
<input type="checkbox"/> Tuberculin Test							
Blood Pressure							
Height							
Weight							
BMI %tile							
Lead Test Indicated: <input type="checkbox"/> Yes <input type="checkbox"/> No							

(Child's Name) has had a complete physical examination and any concerns have been noted above.

Additional Comments:

Physician/Nurse Practitioner (Type or Print):	Phone Number:	Physician/Nurse Practitioner Signature:	Date:

## **CHILDREN WHO ARE REQUIRED TO RECEIVE LEAD TESTING**

Under Maryland law, children who reside, or have ever resided, in any of the at-risk zip codes listed below must receive a blood lead test at 12 months and 24 months of age. Two tests are required if the 1st test was done prior to 24 months of age.

**If a child is enrolled in child care during the period between the 1st and 2nd tests, his/her parents are required to provide evidence from their health care provider that the child received a second test after the 24 month well child visit. If the 1st test is done after 24 months of age, one test is required.**

The child's health care provider should record the test dates on page 3 of this form and certify them by signing and stamping the signature section of the form. All forms should be kept on file at the facility with the child's health records.

### **AT RISK AREAS BY ZIP CODE**

<b>Allegany</b> ALL	<b>Baltimore (cont)</b> 21220 21221	<b>Cecil</b> 21913	<b>Garrett</b> ALL	<b>Montgomery</b> 20783 20787	<b>Prince George's</b> <b>(cont)</b> 20782	<b>St. Mary's</b> 20606 20626
<b>Anne Arundel</b> 20711 20714 20764 20779 21060 21061 21225 21226 21402	21222 21224 21227 21228 21229 21234 21236 21237 21239 21244 21250	<b>Charles</b> 20640 20658 20662  <b>Dorchester</b> ALL  <b>Frederick</b> 20842 21701	<b>Harford</b> 21001 21010 21034 21040 21078 21082 21085 21130 21111 21160	20812 20815 20816 20818 20838 20842 20868 20877 20901 20910 20912	20783 20784 20785 20787 20788 20790 20791 20792 20799 20912 20913	20628 20674 20687  <b>Talbot</b> 21612 21654 21657 21665 21671 21673
<b>Baltimore</b> 21027 21052 21071 21082 21085 21093 21111 21133 21155 21161 21204 21206 21207 21208 21209 21210 21212 21215 21219	21251 21282 21286  <b>Baltimore City</b> ALL  <b>Calvert</b> 20615 20714  <b>Caroline</b> ALL  <b>Carroll</b> 21155 21757 21776 21787 21791	21703 21704 21716 21718 21719 21727 21757 21758 21762 21769 21776 21778 21780 21783 21787 21791 21798	21161  <b>Howard</b> 20763  <b>Kent</b> 21610 21620 21645 21650 21651 21661 21667	20913  <b>Prince George's</b> 20703 20710 20712 20722 20731 20737 20738 20740 20741 20742 20743 20746 20748 20752 20770 20781	<b>Queen Anne's</b> 21607 21617 21620 21623 21628 21640 21644 21649 21651 21657 21668 21670  <b>Somerset</b> ALL	21676  <b>Washington</b> ALL  <b>Wicomico</b> ALL  <b>Worcester</b> ALL

**MARYLAND STATE DEPARTMENT OF EDUCATION**  
**OFFICE OF CHILD CARE**  
**MEDICATION ADMINISTRATION AUTHORIZATION**  
**FORM**

**Child Care Program:** \_\_\_\_\_

**This form must be completed fully in order for child care providers and staff to administer the required medication. A new medication administration form must be completed at the beginning of each 12 month period, for each medication, and each time there is a change in dosage or time of administration of a medication.**

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Non-prescription medication must be in the original container with the label intact.
- An adult must bring the medication to the facility.

Child's Picture

**PRESCRIBER'S AUTHORIZATION**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_ If PRN, frequency: \_\_\_\_\_  
(PRN=as needed)

If PRN, for what symptoms: \_\_\_\_\_

Possible side effects - Specify: \_\_\_\_\_

Medication shall be administered from: \_\_\_\_\_ to \_\_\_\_\_  
Month / Day / Year Month / Day / Year (not to exceed 1 year)

Prescriber's Name/Title: \_\_\_\_\_  
(Type or print)

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Original signature or signature stamp ONLY)

This space may used for the Prescriber's Address Stamp

**PARENT/GUARDIAN AUTHORIZATION**

I/We request authorized child care provider/staff to administer the medication as prescribed by the above prescriber. I/We certify that I/we have legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I/We understand that at the end of the authorized period, an adult must pick up the medication, otherwise it will be discarded.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION**  
**AUTHORIZATION/APPROVAL**

Self carry/self administration of **emergency** medication noted above may be authorized by the prescriber.

Prescriber's authorization: \_\_\_\_\_  
Signature Date

Parental approval: \_\_\_\_\_  
Signature Date

**FACILITY RECEIPT AND REVIEW**

Medication was received from: \_\_\_\_\_ Date: \_\_\_\_\_  
Special Health Care Plan Received: \_\_\_\_\_

☐ YES ☐ NO

Medication was received by: \_\_\_\_\_  
Signature of Person Receiving Medication and Reviewing the Form Date

## MEDICATION ADMINISTERED

Each administration of a medication to the child shall be noted in the child's record. Each administration of prescription or non-prescription to a child, including self-administration of a medication by a child, shall be noted in the child's record. Basic care items such as: a diaper rash product, sunscreen, or insect repellent, authorized and supplied by the child's parent, may be applied without prior approval of a licensed health practitioner. These products are not required to be recorded on this form, but should be maintained as a part of the child's overall record. Keep this form in the child's permanent record while the child remains in the care of this provider or facility.

[illegible]

## Medical Authorization to Treat a Minor

Authorization is given to any one of the following:

Themba Creative Learning Centers and staff members acting as agents of Themba Creative Learning Centers

From:

---

Full name of parent(s) or guardian of child

---

Address and phone number

to consent to unexpected or emergency medical and dental treatment and surgical care for my/our child/children on my/our behalf, and to consent to hospitalization if, at time of injury or illness, it is recommended by a private physician or consulting physician.

Name(s) of Minors	Birthdates	Allergies & Special Conditions
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

I/We will be responsible for charges incurred for any emergency service, including; ambulance, medical, dental or surgical treatment and/or hospitalization rendered by reason of this authorization.

For further emergency Contact please provide Child's mother and father employer information:

Mother Employer

Address

City

State

Phone

-----  
Father Employer

Address

City

State

Phone

---

Signature of Parent

Date

---

Signature of Parent

Date



## FAMILY INFORMATION

1

Name Of Child

DOB

\_\_\_\_\_

Known allergies: \_\_\_\_\_

\_\_\_\_\_

Medications child is taking

Pediatrician \_\_\_\_\_

Phone

Dentist \_\_\_\_\_

Phone

Insurance Company \_\_\_\_\_

Phone

Member's name \_\_\_\_\_

Identification Number \_\_\_\_\_

2

Name Of Child

DOB

\_\_\_\_\_

Known allergies: \_\_\_\_\_

\_\_\_\_\_

Medications child is taking

Pediatrician \_\_\_\_\_

Phone

Dentist \_\_\_\_\_

Phone

Insurance Company \_\_\_\_\_

Phone

Member's name \_\_\_\_\_

Identification Number \_\_\_\_\_

3

Name Of Child

DOB

\_\_\_\_\_

Known allergies: \_\_\_\_\_

\_\_\_\_\_

Medications child is taking

Pediatrician \_\_\_\_\_

Phone

Dentist \_\_\_\_\_

Phone

Insurance Company \_\_\_\_\_

Phone

Member's name \_\_\_\_\_

Identification Number \_\_\_\_\_

## ADDITIONAL INFORMATION

### The Maryland Child Care Credential

Maryland has a voluntary child care credentialing program that recognizes child care providers' education, experience and professional activities at six levels.

Credentialed providers are authorized and encouraged to display the seal issued by the MSDE Office of Child Care.



### Program Accreditation

Child care programs have the option of becoming state or nationally accredited. Accreditation means that the facility and staff have met program standards of quality.

### Child Care and the Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) requires all child care programs to make reasonable efforts to accommodate children with disabilities. For more information about the ADA, please contact the OCC Regional Office in your area or one of the following organizations:

#### LOCATE: Child Care

Maryland Committee for Children, Inc.  
608 Water Street  
Baltimore, MD 21202  
Phone: (410) 752-7588  
[www.mdchildcare.org](http://www.mdchildcare.org)

#### Maryland Developmental Disabilities Council

217 East Redwood Street, Suite 1300  
Baltimore, MD 21202  
Phone: (410) 767-3670  
(800) 305-6441 (within Maryland)  
[www.md-council.org](http://www.md-council.org)



#### State of Maryland

Martin O'Malley, Governor

#### Maryland State Department of Education

Nancy S. Grasmick  
State Superintendent of Schools

OCC 1524 (rev. 12/2007)

# A PARENT'S GUIDE

# TO



# REGULATED

# CHILD CARE

\* \* \*

*Important Information for  
Parents of Children in  
Child Care Facilities*

A publication of the  
Maryland State Department of Education  
Division of Early Childhood Development  
Office of Child Care

[www.marylandpublicschools.org/MSDE/divisions/child\\_care/child\\_care.htm](http://www.marylandpublicschools.org/MSDE/divisions/child_care/child_care.htm)

## **This Brochure Provides Information About:**

- The requirements that State-regulated family child care homes and child care centers must meet,
- Your rights and responsibilities as the parent of a child in regulated care, and
- How and where to file a complaint if you believe your child care provider has violated State child care licensing regulations.

## **Who Regulates Child Care?**

All child care in Maryland is regulated by the Maryland State Department of Education (MSDE), Division of Early Childhood Development. Within the Division, child care licensing is the specific responsibility of the Office of Child Care (OCC), Licensing Branch.

All child care facilities must meet minimum health, safety, and program standards set by Maryland law. To remain licensed, facilities must maintain compliance with those standards. Every licensed facility is inspected by OCC at least once each year to evaluate the facility's compliance with child care regulations.

OCC's thirteen Regional Offices are responsible for licensing activities, including:

- Issuing child care licenses;
- Inspecting child care facilities;
- Investigating complaints against licensed child care facilities;
- Investigating reports of unlicensed (illegal) child care; and
- Taking enforcement action when necessary to achieve compliance with regulations.

**There are two types of regulated child care facilities: *family child care homes* and *child care centers*.**

## **Family Child Care Homes and Child Care Centers Must Meet the Following Requirements:**

- Have the approval of OCC, the fire department and other local agencies, as required (i.e., zoning, health, and environment).
- Provide care only in the areas of the facility that have been approved for use.
- Have the license issued by OCC posted where it is easily and clearly visible to parents. The license shows:
  - the maximum number of children who may be present at the same time;
  - the age groups which may be served; and
  - the facility's approved hours of operation.
- At all times, each child must be supervised in a manner appropriate to the child's age, activities, and individual needs.
- All areas of the facility used for child care must be clean, well lit, and properly ventilated. Room temperatures should be comfortable.
- If food service is provided, food must be stored, prepared, and served in a safe, sanitary and healthful manner.
- The facility must offer a daily program of indoor and outdoor activities that are appropriate to the age, needs and capabilities of each child.
- An up-to-date emergency information card must be on file and maintained for each child.
- The facility must post an approved emergency evacuation plan and conduct evacuation drills at least monthly.
- Child discipline procedures must be appropriate to a child's age and maturity level and may not include the deliberate infliction of physical or emotional pain. ***Corporal punishment of any kind is strictly prohibited.***



**There are certain requirements that apply only to homes or centers.**

### **Family Child Care Homes**

- Up to 8 children may be in care at the same time if the home meets certain physical requirements. No more than 2 children under the age of two, including the caregiver's own, may be in care at the same time unless the home has been approved to serve additional children in this age group and an additional adult is present. Under no circumstance may care be provided at the same time to more than 4 children under the age of two.
- Each applicant for a family child care license must:
  - Have a criminal background check and child abuse/neglect clearance;
  - Submit a recent medical evaluation; and
  - Complete pre-service training requirements, including certification in first aid and CPR.
- Each adult resident of the home must also have a criminal background check and child abuse/neglect clearance.
- After becoming licensed, the caregiver must periodically complete additional training. Also, current certification in first aid and CPR must be maintained at all times.
- Each caregiver must have at least one substitute who is available to care for the children in the event of the caregiver's temporary absence from the home. Each substitute is subject to approval by OCC and must have a child abuse/neglect clearance. If paid by the caregiver, a substitute must also have a criminal background check. Before allowing a substitute to provide care, the caregiver must tell the substitute how to reach parents in the event of an emergency and familiarize the substitute with the home's child health and safety procedures.

### **Child Care Centers**

The center director and staff members who have group supervision responsibilities must meet minimum education, experience, and training qualifications. They must also meet continued training requirements each year.

The director and all paid center employees must complete a criminal background check and a child abuse/neglect clearance, and submit a medical evaluation.

- In each classroom, staff/child ratios and maximum group size requirements must be maintained at all times. The following table shows some basic age groupings and the applicable requirements:

<u>Age Group</u>	<u>Ratio</u>	<u>Maximum Size</u>
0 –18 months	1:3	6
18 – 24 months	1:3	9
2 years	1:6	12
3 –4 years	1:10	20
5 years or older	1:15	30

- For every 20 children present, there must be at least one staff member who is currently certified in first aid and CPR.

### **Your Rights and Responsibilities as a Child Care Consumer**

You have the right to:

- Expect that your child's care meets the standards set by Maryland's child care licensing regulations (NOTE: the regulations are available online at: [www.marylandpublicschools.org/MSDE/divisions/child\\_care/regulat](http://www.marylandpublicschools.org/MSDE/divisions/child_care/regulat));
- Visit the facility without prior notification any time your child is there;
- See the rooms and outside play area where care is provided during program hours;
- Be notified if someone in the family child care home smokes. In child care centers, smoking is prohibited;
- Receive advance notice when a substitute will be caring for your child in a family child care home for more than two hours at a time;
- Give written permission before a caregiver may take your child swimming, wading, or on field trips;
- Give written authorization before any medication may be administered to your child;
- Be notified immediately of any serious injury or accident. If your child has a non-serious injury or accident, you must be notified on the same day;
- File a complaint with OCC if you believe that the caregiver has violated child care regulations.

Any complaint you make to OCC about the care your child is receiving will be promptly investigated by OCC;

- Review the public portion of the licensing file for the facility where your child is or has been enrolled, or where you are considering enrolling your child.

## How Do I File a Complaint?

If you wish to file a complaint, contact the OCC Regional Office in the area where the child care facility is located. Complaints may be filed anonymously. Listed below are Regional Offices and their main telephone numbers:

### Region

1 – Anne Arundel County	410-514-7850
2 – Baltimore City	410-554-8300
3 – Baltimore County	410-583-6200
4 – Prince George's County	301-333-6940
5 – Montgomery County	240-314-1400
6 – Howard County	410-750-8770
7 – Western Maryland	
Hagerstown – Main Office	301-791-4585
Allegany Co. Field Office	301-777-2385
Garrett Co. Field Office	301-334-3426
8 – Upper Shore	410-819-5801
Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties	
9 – Lower Shore	410-713-3430
Somerset, Wicomico, and Worcester Counties	
10 – Southern Maryland	301-475-3770
Calvert, Charles and St. Mary's Counties	
11 – North Central	410-272-5358
Cecil and Harford Counties	
12 – Frederick County	301-696-9766
13 – Carroll County	410-751-5438

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated.

**If you need additional help, you may contact the main office of the OCC Licensing Branch:**

Program Manager, Licensing Branch  
MSDE Office of Child Care  
200 West Baltimore Street, 10th Floor  
Baltimore, MD 21201  
410-767-7805

## Dear Parent/Guardian:

Maryland child care regulations require your child care provider to verify that you received a copy of "A Parent's Guide to Regulated Child Care." On the lines below, please write the name of each child you have placed in the care of this provider. **Complete and sign the statement at the bottom, tear off and give this portion of the brochure to the child care provider for retention in the facility's files.**

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

I, \_\_\_\_\_, have received a copy of the consumer education brochure entitled "Parent's Guide to Regulated Child Care."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian