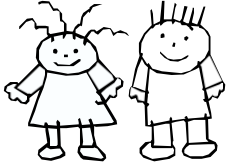


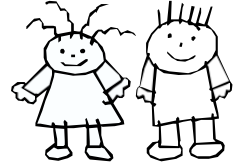


# **OUR COMPLETE 2017-2018 ENROLLMENT PACKET**

**(New Parents to Themba Only)**



# 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		
Authorization to treat a Minor		
Health Inventory Parts 1 & 2		
Headlines From Home		
Immunizations		
Enrollment Agreement		
Financial Responsibility Form		
All About Me		
Consumer Pamphlet		
Receipt of Parent Manual		
New Parent Orientation Check List		
Meal Plan Application		
Tuition Express Payment Option Forms		
Copy of A Valid Driver's License (Parent or Guardian)		

Thank you for your cooperation!

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



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 Check List**

- Tour of Facility
- Introduction to teaching staff
- Parent visit with the classroom teachers
- Receipt of parent handbook (download from website)
- Discussion of expectations of family and the needs of the child
- Overview of family support resource and activities
- Interpreter available if needed
- Agree to the potty training routine for our two year olds only

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

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

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 no, 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 \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Themba Creative Learning Center L L C**  
**Infant/Toddler Individualized Plan**

**This plan should be completed with the parent and the teacher before a child starts Themba CLC. It is very important that this plan is completed every 3 months in order for us to provide outstanding services to our families.**

**Sleeping Patterns:**

**Eating Patterns:**

**Changing Patterns:**

**What does your child like and dislike?**

**Please list any special request that you would like for us to provide to your child. (Please continue on back)**

**Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Parent's Signature \_\_\_\_\_ Child's Name \_\_\_\_\_**

## 2017-2018 Children Supply list

### INFANTS

- ✓ 3 sets of clothing
- ✓ 5 extra onesies and undershirts for accidents
- ✓ 5 pair of socks
- ✓ 2 portable crib sheets (**birth-11months**) you can purchase at K-Mart
- ✓ 2 infant size standard crib sheets (**11 months-18months**)
- ✓ Pampers - we provide
- ✓ Baby food/ milk formula please prepare at home
- ✓ 1 bin (to store clothes, and pampers)
- ✓ Small picture of your child and a Family Picture
- ✓ 5 Bibs
- ✓ 5 Burping cloths
- ✓ 2 Pacifiers with a holder
- ✓ Wipes-we provide
- ✓ 2 boxes of tissues
- ✓ **NO GLASS BOTTLES or CONTAINERS**

\*\* We provide milk for babies who drink whole milk Parents must make the child's crib on Mondays

### TWOS/TODDLERS

- ✓ 3 sets of clothing
- ✓ 3 pair of socks
- ✓ 2 fitted crib sheets
- ✓ 1 blanket
- ✓ Pampers - we provide
- ✓ 2 boxes of large Crayons (Two's only) with crayon box
- ✓ 1 paint smock or over sized shirt
- ✓ 1 small picture of your child and a family picture
- ✓ 2 boxes of tissues
- ✓ Wipes-we provide
- ✓ Glue Sticks
- ✓ Closed toe shoes only no flip flops
- ✓ **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!!**



## 2017-2018 Children Supply list

### THREES/FOURS

- ✓ 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 over sized 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
- ✓ 1 pack of facial wipes
- ✓ 1 pack of flushable wipes
- ✓ Reusable Water Bottle
- ✓ Pull ups if child isn't potty trained-

### BEFORE & AFTER

- ✓ 2 Boxes of tissues
  - ✓ 2 Folders
  - ✓ 2-composition notebooks
  - ✓ 1 Small picture of your child and family members
  - ✓ Closed toe shoes only no flip-flops
  - ✓ A Reusable Water Bottle
  - ✓ Crayon box
- NO GLASS BOTTLES OR CONTAINERS



**Please label all of your child's belongings.**

**THIS IS A MUST!!**





6715 Cipriano Road \* Lanham, MD 20706  
Tel: 301-552-5437 \* Fax: 301-552-7565  
[www.thembaclc.com](http://www.thembaclc.com) \* [childcare@thembaclc.com](mailto:childcare@thembaclc.com)

## **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



## **Themba Potty Training Agreement**

- Follow Themba's Potty Training routines
- Understand the signs of being ready to potty train
- Child wears loose fitting clothing (easy to pull up and down)
- Provide school with a minimum of 3 changes of clothing
- No overalls, onesies, or T-shirts with snaps between the legs
- Positive reinforcement must be continued at home

### **Wearing Underwear**

- Children can not start wearing panties or underwear until the teacher have discussed the transition with the parent
- The parent must have started successfully potty training at home and agree to the above rules

### **Toilet Learning Readiness**

#### Verbal Stages of Readiness

- The child is able to speak in three or four word sentences.
- The child tells you he/she has a wet diaper, recognizes when he/she is wet.
- The child tells you he/she is wetting, recognizes the sensation of being wet.
- The child tells you he/she is wet, and can use the potty.

### **Physical Psychological Signs of Readiness:**

- Stays dry for a long time.
- Can recognize when pull-up is soiled or wet.
- Have bowel movements at regular times.
- Can undress and pull up own pants.
- Initiates in using the toilet and ask to wear underwear
- Wants to be independent
- Child is emotionally ready and is open to learning
- Can follow 1-2 step directions
- Can use consistent words or gestures to communicate
- Is able to physically get to the potty and sit on it without help.

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

# Themba Creative Learning Center LLC. 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 enroll  
(parents or guardians)

your child, \_\_\_\_\_ at **THEMBA CLC**, and **THEMBA CLC** agrees to (name of  
child)

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  
\_\_\_\_\_ classroom with the following schedule:

Please circle hours of care needed/ only 10 hours per day 6:30-4:30 7:00-5:00 7:30-5:30  
8:00-6:00 8:30-6:30 other \_\_\_\_\_ Initial parent \_\_\_\_\_ Initial Director \_\_\_\_\_

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

Please do not drop off before 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 10 hours per day \_\_\_\_\_(Initial). The fee is an Additional \$25 per week if parent needs more than 10hrs of care\_\_\_\_\_ (Initial) If parent fails to pick up at contractual time, the late fee will automatically be charged to the account that day. Please review late fee policy below \_\_\_\_\_ (initial)**

## 2. Payment.

- a. Registration Fee. A non-refundable Registration Fee of \$125 per child is due and payable on the date of the orientation. Registration is renewed annually by June 15 for September enrollment. To get on our waiting list, there is a two week deposit due to guarantee a slot with a one to two month waiting time frame.

The deposit is nonrefundable.

b. Enrollment Deposit. Upon executing this Agreement, you have paid an Enrollment Deposit of \$\_\_\_\_\_. This Enrollment Deposit will serve as security for the performance of your obligations under this Agreement, including non-payment of tuition, late fees, damage, or other charges. If you terminate this Agreement with at least one month's written notice, your Enrollment Deposit may be credited to your last month's tuition. Themba only credits the last month's tuition. Credits are not transferrable to any other accounts. If you do not give at least one month's written notice of termination of enrollment, or if you fail to begin enrollment within 30-days of agreed upon time, this Enrollment Deposit will be forfeited in full.

- c. Tuition.

Tuition for your child will be \$ \_\_\_\_\_ per \_\_\_\_\_. **Weekly tuition is due each Friday before noon. Monthly tuition is due on the first school day of each month. Part-time tuition is due the first day of your child's enrollment schedule. Weekly tuition is late and is subject to a late fee of \$10.00 per day on Monday at noon. Monthly tuition is late on the second school day of the month at noon and is subject to a late fee of \$10.00 per day until paid.**

## 3. Method of Payment.

All tuition payments are made through our automated payment processing, **Tuition Express (See forms Attached)**. Your payment processing may be setup 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 Fees, Suspension, and Termination for Late Payment.**

A late fee of **\$10.00 per school day** will be charged everyday by noon if your week's tuition is not paid by the due date as required in the enrollment agreement. The due date for tuition is **Friday**. Your grace period is **Monday by noon**. If the Center has not received your tuition by the due date for your weekly tuition (or by the fifth calendar day of the month for monthly tuition), the Center may refuse to admit your child to the Center until you pay the amount due. The Center also reserves the right to terminate your child's enrollment for non-payment. You hereby agree that, if **Themba CLC**, has to take collection action to collect unpaid fees, you will be responsible for all accrued late charges until the date collected, and for reasonable collection costs, including attorney's fees.

\_\_\_\_\_Initial

**5. Late Pick-Up Penalties.**

If your child is picked up after the scheduled closing time of 6:30pm, 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

**6. 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, nor- mal wear and tear excepted, including repairs made necessary by your actions or your child's actions.

**7. 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 \_\_\_\_\_

**8. 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

**9. 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 readmission. Initial

Some communicable diseases may cause for 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

**10. 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. 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 in order to show respect for other religious holidays that may be celebrated by our families.

\_\_\_\_\_Initial

### 11. 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.

### 12. Suspension.

In the judgment of the Center Director, or designate, 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 designate 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. Parent or guardian shall continue to be responsible for the daily tuition for that day.

### 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

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

(2) Tuition is not paid on or before the fifth calendar day of the month if tuition is paid monthly, or by Wednesday at noon if tuition is paid weekly;

(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.

If enrollment is terminated because of any of the above conditions, the Enrollment Deposit will not be refunded, and may not be used as a credit against unpaid tuition, and any prepaid tuition will be forfeited.

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

If your enrollment is terminated under this section (b) for reasons other than non-payment of tuition, you will be allowed to use your Enrollment Deposit as a credit toward your tuition. If your enrollment is terminated for non-payment of tuition, your entire Enrollment Deposit and any prepaid tuition will be forfeited.

## **Additional Reminders**

### **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

### **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

### **Hair Beads**

**NO Hair Beads Policy-** 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  
(Before/After Care Students are Exempt from this policy).

### **10 Hour Rule**

Children maximum number of hours at Themba is 10 hours. I understand that I will be charged an additional \$25.00 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 the doorbell and their show ID. \_\_\_\_\_Initial

### **Parking**

Please do not park or stand in the fire lane or around the circle. All cars must be parked in a parking space in order to allow buses and parents to exit the parking lot without being help up. \_\_\_\_\_ Initial

### **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

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

## 15 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( only pertaining to three's and four yrs old children) Infant's-Two' s are not expected to attend without a parents due to their age.

## 16 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

## 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
- k. Form K. Meal Plan
- l. Application

**19 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 \_\_\_\_\_

Parent's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Center Director's\Assistant Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Themba Creative Learning Center, LLC.**  
**ACKNOWLEDGMENT OF ENROLLMENT DEPOSIT**

The deposit guarantees you space for your child (or children) in the appropriate classroom(s) when space becomes available. Enrollment space is reserved and secured with a deposit for up-to 2-months to the desired start date of enrollment.

Your deposit will be held for one day (24 hours) in order to allow parents to read through and understand the Enrollment Agreement. A signed Agreement returned within 24 hours ensures the child's place and commits the parent(s) to all policies and procedures. If the agreement is returned unsigned within 24 hours, it is assumed that the child is not enrolled. No space will be held and the deposit check will be returned.

**If an Agreement is not returned within 24 hours --signed or unsigned, the space is forfeited and the deposit is forfeited.**

If a space is available immediately in the appropriate classroom, the parent(s) may fulfill all of the requirements as soon as possible, the same day if necessary, and the child may be enrolled in the class. A space is not held without a deposit. Your deposit is credited to your first week of tuition.

**Be advised, that tuition rates are subject to change ANYTIME during the space-withholding period.**

The deposit required to reserve a space is \$\_\_\_\_\_. The child will be enrolled in the \_\_\_\_\_ Classroom.

A deposit in the amount of \$\_\_\_\_\_ has been received from \_\_\_\_\_ to reserve a space for \_\_\_\_\_,  
(Child's Name)

Deposit received on \_\_\_\_\_ at \_\_\_\_\_ (am/pm).  
(Date) (Time)

**This deposit will be held for 24 hours from the time noted above. A signed Agreement must be returned within 24 hours to ensure your child's space. Failure to return an unsigned Agreement within 24 hours will result in a forfeiture of the deposit in full.**

I understand and agree to the above.

Parent's Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Center Director's/Assistant Director's Signature \_\_\_\_\_ Date/Time \_\_\_\_\_



**EMERGENCY FORM**

Check the meal(s) that your child receives: BF AM LUN PM\_\_SUP\_\_

**INSTRUCTIONS TO PARENTS:**

- (1) Complete all items on this side of the form. Sign and date where indicated.
- (2) 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 \_\_\_\_\_  
Last First

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) \_\_\_\_\_  
Last First

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

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

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



# Automated Payment processing Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express™ – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

## AUTHORIZATION FOR **BANK ACCOUNT** ELECTRONIC FUNDS TRANSFER

I (we) hereby authorize Themba Creative Learning Center to initiate debit entries to my (our) Checking or Savings once per \_\_\_\_ Week or \_\_\_\_ Month (check one option) in the amount of \$\_\_\_\_\_ against the account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

\_\_\_\_\_  
Your Name Phone #

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Bank or Credit Union Name

\_\_\_\_\_  
Bank or Credit Union Address City State Zip

Checking Savings

\_\_\_\_\_  
Routing Transit Number (see sample below) Account Number (see sample below)

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

For Official Use Only...

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of: <b>Attach Voided Check Here</b> \$		
<b>Deposit slips not accepted</b> _____ Dollars		
123456789	1800338	0226
Routing Number	Account Number	Check Number

A service of



procure  
SOFTWARE®



# Automated Payment processing Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express™ – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

## AUTHORIZATION FOR CREDIT CARD

I (we) hereby authorize Themba Creative Learning Center to initiate recurring credit card charges once per \_\_\_\_ Week or \_\_\_\_ Month (check one option) in the amount of \$ \_\_\_\_\_ to the below referenced credit card account. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

**Please contact Center Representative for a list of Credit Cards Accepted as Payment.**

\_\_\_\_\_  
Cardholder Name Phone #

\_\_\_\_\_  
Cardholder Address City State Zip

\_\_\_\_\_  
Credit Card Number Expiration Date

\_\_\_\_\_  
Signature Today's Date

*For Official Use Only...*

\_\_\_\_\_  
*Date Received*

\_\_\_\_\_  
*Employee Signature*

**A service of**



----- < Cut Here > -----

\_\_\_\_\_  
FULL Credit Card Number Expiration Date Security Code (3 digits)

For Security, please... Today's Date  
 return this Section of the Authorization Form.  
 Shred this Section of the Authorization Form.



**Late Fee Pick-Up Policy Change  
Effective April 26th 2014**

Dear Parents:

Due to the large number of children remaining at Themba after closing, the following policy is effective within 30 days.

Themba Creative Learning Center closes at 6:30pm. It is suggested that children be picked up by 6:25pm. Children not picked up by 6:30pm will be brought into the front office to wait for their parents and the late pick-up fee will begin to be assessed.

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 puts in an entire full day at Themba; and understandably, they are ready to return to their families, and carry out their personal plans for the evening. It is unreasonable to impose such inconvenience upon them.

Out of respect to our staff and their time, please make arrangements to pick-up your child before the close of business. Be advised that if you arrive after 6:30pm, you will be presented with a late fee form, assessed for the total amount of time for your late arrival. **With no exception, LATE FEES ARE PAYABLE AT PICK-UP.**

Late fees are payable in cash, personal checks, or credit cards (with the appropriate processing fee). You will be asked to sign a late fee Pick-up Form at your arrival.

**Late Fee Per Child:** \$15.00 for up to the first 5 minutes  
\$1.00 for each additional minute

**Fees are payable directly to the office staff.**

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. The late fee will be imposed even under emergency conditions.

After six incidents of late pick-ups, your child will not be able to attend the Center for the next day; additionally, your late pick-up record will be reviewed in consideration for future enrollment with THEMBA.

Refusal to pay assessed late fees or confrontational behavior towards our staff concerning the late fee assessments is strictly prohibited and will jeopardize your child's enrollment at THEMBA.



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

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RE: 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 Good Foods 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, cheese blocks, hard pretzels of any size, or 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, soft 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



## 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 Crackers          |                                                            |

\*\* 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:

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

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.



# Meal Benefit Application for Themba Creative Learning Center

July 1, 2017- June 30, 2018

For more information, read **Instructions for Completing** or call: [phone number]

**Step 1** List all enrolled children (if more spaces are required for additional names, attach another sheet of paper).

Children in **Foster Care** and children who meet the definition of **Homeless, Migrant, Runaway, Head Start, Early Head Start or Even Start** are eligible for free meals. If **ALL** children listed are foster, homeless, migrant, runaway or in Head Start, Early Head Start or Even Start, skip to Step 4.

First and Last Names of All ENROLLED	Check all that apply:					
	Foster Child	Homeless	Migrant	Runaway	Head Start Early Head Start	Even Start

**Step 2** Do any Household Members (including you) currently participate in the Food Supplement Program (FSP) or Temporary Cash Assistance (TCA)? Circle One:  
Yes No

If you answered **NO**, complete Step 3.

If you answered **YES**, provide a case number then go to Step 4

Case Number:

**Step 3** Report income for ALL Household Members (skip this step if you answered 'Yes' to Step 2)

List all Household Members (including yourself) even if they do not receive income. For each Household Member listed, if they receive income, report total gross income (before taxes) for each source in whole dollars only. If they do not receive income from any source, enter '0'. If you enter '0' or leave any fields blank you are certifying (promising) that there is no income to report.

How Often = Weekly, Every 2 Weeks, Monthly, Twice a Month or Yearly

First and Last Names of ALL Household Members	Earnings from Work		Child Support, Alimony, Public Assistance		Pensions, Retirement, Other Income	
	Income	How Often?	Income	How Often?	Income	How Often?

Total Household Members (Children and Adults):

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member:

Check if No SSN:

**Step 4** Contact Information and Adult Signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that officials may verify (check) the information. I am aware that if I purposely give false information, I may be prosecuted under applicable State and Federal laws. I understand my child's eligibility status may be shared as allowed by law.

Printed Name:		Signature:	
Street Address:			
Date:		Phone #:	

**Step 5** OPTIONAL: Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community.

**Ethnicity (Check One):**

Hispanic or Latino  
 Not Hispanic or Latino

**Race (Check one or more):**

American Indian or Alaskan Native     Black or African American     White  
 Asian     Native Hawaiian or Other Pacific Islander

**DO NOT FILL OUT THIS SECTION. CENTER USE ONLY**

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Total Income (Children and Adults): \$ \_\_\_\_\_

Weekly     Every 2 Weeks     Twice a Month     Monthly     Yearly

**Eligibility:**  Free     Categorically Eligible     Reduced     Paid

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Withdrawn: \_\_\_\_\_



## **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 became unsafe to breathe.

If dangerous chemicals are released in the community and posed 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 atmosphere 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 will 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 in 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 2bottles of water, crackers, non perishable can 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.

# 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**

Child's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Sex  M  F 
  
 Last First Middle Mo / Day / Yr
   
 Address: \_\_\_\_\_
   
 Number Street Apt# City State Zip

Parent/Guardian Name(s)	Relationship	Phone Number(s)		
		W:	C:	H:
		W:	C:	H:

Where do you usually take your child for routine medical care? Name: \_\_\_\_\_
   
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

When was the last time your child had a physical exam? Month: \_\_\_\_\_ Year: \_\_\_\_\_

Where do you usually take your child for dental care? Name: \_\_\_\_\_
   
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**ASSESSMENT OF CHILD'S HEALTH** - 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.

	Yes	No	Comments (required for any Yes answer)
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"/>	
Meningitis	<input type="checkbox"/>	<input type="checkbox"/>	
Prematurity	<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"/>	

Does your child take medication (prescription or non-prescription) at any time?
   
 No  Yes, name(s) of medication(s): \_\_\_\_\_

Does your child receive any special treatments? (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>	<b>Birth Date:</b>	<b>Sex</b>
Last                      First                      Middle	Month / Day / Year	M <input type="checkbox"/> F <input type="checkbox"/>

1. Does the child named above have a diagnosed medical condition?  
 No     Yes, describe:

2. Does the child have a health condition which may require EMERGENCY ACTION while he/she is in child care? (e.g., seizure, allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE and describe emergency action(s) on the emergency card.  
 No     Yes, describe:

**3. PE Findings**

Health Area	WNL	ABNL	Not Evaluated	Health Area	WNL	ABNL	Not Evaluated
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunodeficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REMARKS:** (Please explain any abnormal findings.)

**4. RECORD OF IMMUNIZATIONS** – DHMH 896/or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider **or** a computer generated immunization record must be provided. (This form may be obtained from: [http://ideha.dhmh.maryland.gov/IMMUN/pdf/896\\_form.pdf](http://ideha.dhmh.maryland.gov/IMMUN/pdf/896_form.pdf))

**RELIGIOUS OBJECTION:**  
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:

5. Is the child on medication?  
 No     Yes, indicate medication and diagnosis:  
**(OCC 1216 Medication Authorization Form must be completed to administer medication in child care).**

6. Should there be any restriction of physical activity in child care?  
 No     Yes, specify nature and duration of restriction:

7. Test/Measurement	Results	Date Taken
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.

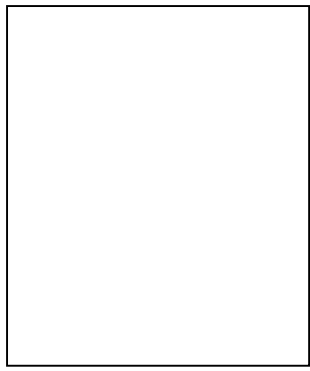
**If a child is enrolled in child care during the period between the 1st and 2nd tests, his/her parents are required to provide evidence from their health care provider that the child received a second test after the 24 month well child visit. If the 1st test is done after 24 months of age, one test 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 (cont)</b> 20782 20783	<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 21251	<b>Charles</b> 20640 20658 20662	<b>Harford</b> 21001 21010 21034 21040 21078 21082 21085 21130 21111 21160 21161	20812 20815 20816 20818 20838 20842 20868 20877 20901 20910 20912 20913	20784 20785 20787 20788 20790 20791 20792 20799 20912 20913	20628 20674 20687
<b>Baltimore</b> 21027 21052 21071 21082 21085 21093 21111 21133 21155 21161 21204 21206 21207 21208 21209 21210 21212 21215 21219	<b>Dorchester</b> ALL  <b>Frederick</b> 20842 21701 21703 21704 21716 21718 21719 21727 21757 <b>Calvert</b> 20615 20714  <b>Caroline</b> ALL  <b>Carroll</b> 21155 21757 21776 21787 21791	21718 21719 21727 21757 21758 21762 21769 21776 21778 21780 21783 21787 21791 21798	<b>Howard</b> 20763  <b>Kent</b> 21610 21620 21645 21650 21651 21661 21667	<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	<b>Talbot</b> 21612 21654 21657 21665 21671 21673 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: \_\_\_\_\_

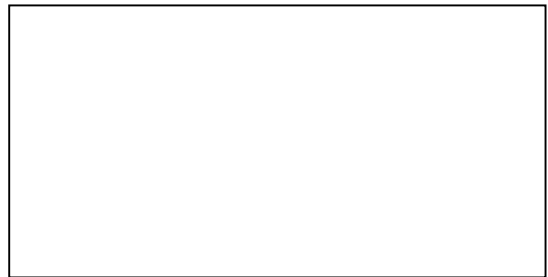
Medication shall be administered from: \_\_\_\_\_ to \_\_\_\_\_  
Month / Day / Year Month / Day / Year (not to exceed 1 year)

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





# THEMBA CREATIVE

Early Learning Centers

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## Medical Authorization to Treat a Minor

Authorization is given to any one of the following:

**THEMBA CREATIVE Early Learning Centers and staff members acting as agents of THEMBA CREATIVE Early 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 \_\_\_\_\_

4

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