



Hours of Operation:

Monday - Friday

| | |
|-------------------|-----------------|
| Infant Room | 7:00am - 4:00pm |
| 2 years and older | 7:00am - 5:30pm |

Tender Years of Deale, LLC

6006 Drum Point Road

PO Box 87

Deale, MD 20751

(443) 203-6325 www.tenderyearscenter.com

Our Mission

We provide a nurturing, safe child care environment that lays a strong foundation of the Christian faith for children during their “tender years” of childhood through literacy-rich, play-based learning opportunities.

Our Motto

A Christian child care center where we love the Lord our God with all our heart, soul and mind...for the joy of the Lord is our strength. (Deuteronomy 6:4-9, Luke 10:27, Nehemiah 8:10)

Our Approach

We believe that a literacy-rich, play-based, gospel-based, learning environment helps children of every age reach important developmental milestones, foster friendships and build Christian character.

Our Licensing

Tender Years of Deale, LLC is a child care center regulated by the Maryland State Department of Education COMAR 13A.16 and licensed by the MSDE Office of Child Care Region 1.

Our Religious Affiliation

Tender Years of Deale, LLC is operated by Reverend Faith Wilkerson, an ordained elder in the Global Methodist Church. Together, we partner in ministry events, camps, service projects and worship services.

Our Families

Families are the foundation of children’s development. We view ourselves in partnership with our parents to ensure children the health and safety of every child. We welcome parent participation and feedback is valued because family input contributes to the planning and implementation of our program and shaping of our policies.

Our Philosophy - A Gospel-Based Center

As a gospel-based center, our staff seek to model Christian values for all children of all abilities and special health care needs. (*See our Total Inclusion Approach*) We seek to live in peace with God and one another (Romans 12:18) and glorify God through our words and actions (Colossians 3:17). Through bible lessons, prayer and praise, we lay the foundation for a “biblical worldview” that encourages children to marvel at God’s creation, recognize His hand in the complexities of nature, know our selves as created in His image and celebrate God’s love for us through Jesus Christ. (Genesis 1:26, Ephesians 2:4-9)



Staff Certification and Training

A listing of all staff members and teachers is posted at the front desk, listing their playgroup assignment or area of work. All of our teachers and staff have met screening and certification requirements regulated by the Maryland State Department of Education (MSDE) and Office of Childcare (OCC). Each year, staff attend a professional development conference for child care professions together in May. The center will be closed for this training time.

Tuition Rates and Fees

Upon enrollment, your tuition cost and activities fees are presented to you for acceptance. Tuition is paid weekly and Activity Fees are paid quarterly. These are payable via check, Zelle or cash. An end of year statement is provided for all families as per guidelines provided by the IRS.

| | | | |
|------------------------|---|-----------------------------------|-------------------------|
| INFANTS | Rate \$350/ week | 6 weeks - 18 months (approximate) | Teacher/Child Ratio 1:3 |
| TODDLERS | Rate \$350 / week | 18-24 months (approximate) | Teacher/Child Ratio 1:3 |
| TWOS | Rate \$ 310 / week | 24 - 36 months approximate | Teacher/Child Ratio 1:6 |
| PRE-K | Rate \$285/week | Ages 3+ | Teacher/Child 1:10 |
| SCHOOL AGE CARE | | | Teacher/Child 1:15 |
| | \$ 50/day as needed, drop in during school year and “Days off Camps” | | |
| | \$ 175 / week before and after care during school year and “Days Off Camps” at no additional cost | | |

SUMMER CAMP 2025

\$ 195 / week + \$150 one-time Activity Fee

Deposit

At the time of enrollment, each child’s placement requires a deposit of \$175. This is non-refundable and non-transferable.

Activity Fees

At the time of enrollment, the first month Activity Fee is require. The monthly activity fee of \$15 per month covers the cost of enrichment materials and activities that occur through out the year for your child. These will include your child’s school t-shirt (or onesie), seasonal outings or special programs brought to the center, planned enrichment materials for additional STEAM activities and field trips.

Weekly Tuition

At the time of enrollment, the first week of care (tuition) is due in advance of starting. All weekly tuition must be paid the week before the care is provided. In other words, please pay on Friday for the upcoming week of care. Checks, cash can be given to Director. Zelle is also an accepted form of payment.

Our Program

We offer literacy-rich, play-based learning experiences to assist infants, toddlers and preschoolers reach developmental milestones. Our center builds upon the Beyond Centers and Circle Time© (BCCT) a play-based curriculum. This play-based curriculum is substantiated by research on play and brain development and covers the development of the child engaged in the three types of play – sensorimotor, structured construction, and dramatic play. See *Age Groups* and *Schedules* for details

Total Inclusion Approach

We welcome children of all abilities and special health care needs. Tender Years of Deale admits children of any religion, race, color, disability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the child care center.

We believe that each child is a gift from God, and we value the uniqueness of every child. Our center embraces the Christian faith but does not discriminate based on religion, creed or denomination.

We believe that an inclusive classroom celebrates the diversity of learning styles and communication which benefits children to understand both the content of their learning and how to show empathy and care of peers.

Our staff anticipate that changes or adaptations may need to be made to a lesson, the classroom space and the schedule when working with children of varied physical and cognitive abilities. We cannot always anticipate the needs but we are prepared to make physical space accommodations to a classroom, activity modifications to a lesson and have conversations with children about how each of us is different and loved by God. We are prepared to partner as needed with a child's therapist (speech, occupational, or behavioral therapist for example) and allow inclusion of professionals into our classroom setting as needed.

We believe that a creative, discovery-rich environment helps children of every age reach learn and reach important developmental milestones for future health and well-being.

We request that if your child has a special health care need that you allow us, as your child's provider to partner with you meet your child's needs and help them thrive in our program. We value family-professional partnerships so that educate our staff and teachers specifically on how to best educate and care for your child with a special need. Please provide any documents for your child's IEP/IFSP to the director.

Special Guest and Volunteers

Children love to have special guests to the classroom to enhance an activity or subject area they are exploring. We will invite families to consider volunteering for opportunities to read a book to the class or help with a project. Special guests such as fire fighters or police officers may be invited to the center during our unit on Community Helpers. All special guests and volunteers shall be under the close supervision of a staff member at all times.

Admission and Enrollment Policies & Procedures

Admission

Admission to the program is ongoing and non-discriminatory. No one is excluded from admission to the program based on religion, race, color, disability, sex or national origin. Preference may be made toward younger siblings of the child already enrolled in the program. All children files are kept confidential. Parents are expected to update center with change of address, pediatrician information or emergency and medical changes. Annual review of all Health forms will be completed each summer.

Families are required to update the Emergency Form and Health Inventory annually which reflects updated report of child's health and vaccination. Deadlines for completing paperwork will be communicated to families via email and parent bulletin board.

Enrollment

(Updated on 3.26.25)

Children will not be accepted into our care until parent or guardian has

- (1) received all the documentation of the Welcome & Enrollment Packet
- (2) returned the completed all documents in full including signed agreements
- (3) remitted a signed Tuition & Fees Agreement along with payment

Step 1: Review the "About Us" page on the website and familiarize yourself with our center, our mission, our approach to child care.

Step 2: Express interest by completing this Inquiry Request. Upon completion, our director will contact you to schedule a visit.

Step 3: If there is an opening for your child and you are interested in pursuing enrollment, you will be given the Welcome & Enrollment Packet.

Step 4: Complete and return all documents in the Welcome & Enrollment Packet along with first week tuition, first month activity fee and deposit.

- Enrollment Agreement form showing tuition, fees and program selection
page 21 of this handbook
- Annual Receipt Acknowledgment Form *pages 22 and 23 of this handbook*
 - Signed Acceptance of Parent Handbook
(initial specific policies on screen time, pets, photo policy and social media)
 - Signed Acceptance of Calendar of Scheduled Closings *page 6 of handbook*
 - Signed Acceptance of [Child Care Regulations](#) pamphlet
- Complete the [EMERGENCY FORM](#) (one per child) [link to form](#)
- Complete all [Health Inventory Forms](#) (one set per child) [Link to forms](#)
- Provide copy of birth certificate
- Provide any custody arrangement documentation as needed for shared custody.
- Complete About My Child Profile (one per child) *page 24 of this handbook*

Contracts for Care

Contracts for care including program selection, tuition and activity fees are outline on the Enrollment Agreement form which is signed as a contract for care. When your child moves up to a new age group, a new Enrollment Agreement form is completed. We recognize a family's child care needs may change. We prefer families inform us within 30 days of a plan to move or withdraw. When a child moves up to a new age group, contracts for care will be updated with new program selection, Tuition & Fees Agreement, and Receipt Acknowledgement Form.

Each June, all families will re-accept and complete documents listed above in Step 4, even if child is remaining in the same class. This includes the Health Inventory Forms that need to be signed by your pediatrician.

Starting and Ending Payments for Contract for Care (ADDED 2.16.25)

First week payment must be made in advance of the start date. Care can be ended by Tender Years of Deale if at any time payment for care is 14 days late. A family that ends care in the middle of a week will be responsible for payment for the full week.

Schedule and Calendar

Daily Schedule

Each classroom follows a daily schedule that is posted in the room. Children ages 2 and older must arrive to the center by 8:45am to begin their day. Children in our Young Infant group eat, sleep, and play on demand. See the *Daily Schedule and Age Groups* for details at the back of this handbook.

Drop-off

We ask that preschool children arrive by 8:45am to begin the day and experience the fullness of our learning. All families will walk children into the center through the side door and sign children in/out. Cubbies are located in the reception area. Any persons entering the infant rooms must remove shoes or wear shoe covers.

Pick-up

Children must be picked up on time (*see Late Pick Up/Overtime Charge*) and can be released only to those listed on the Emergency Form. Permission to pick up a child by an adult other than listed person can be arranged by adding the person's name to the approved pick up list. Please inform us in advance for a change in pick up. If an adult other than those verified by the pick-up list, needs to pick up a child, please provide written permission from the parent/guardian by email or on paper. Notes can be sent at drop off or emailed to faith@tenderyearscenter.com

Parking Lot Safety

Please do not leave children in vehicles unattended. Vehicles should not be allowed to idle in the facility's designated parking areas at any time, including during drop-off and pick-up.

Late Pick Up / Overtime Charge

Our infant room closes at 4pm and the child care center closes at 5:30pm, if you pick up after your child's classroom closes, there will be charge of \$30 for every 5 minutes overtime. Please contact the center if you are having a delay in picking up.

Weekly Schedule

Tender Years of Deale will be open Monday - Friday from 7:00am - 5:30pm. Our Infant and Toddler Program (age 6 weeks - 23 months) operates from 7am - 4pm. Our program for children ages 24 months and older operates from 7am - 5:30pm. Children must arrive at the center no later than 8:45am. Each playgroup has a daily schedule (see Schedule) that includes time for rest (see "Nap Times.") Infant schedules up to 6 months of age are individualized.

Calendar

A calendar of monthly events is available on the website and is posted in the reception area.

Pre-Scheduled Closures

| | |
|------------------------|------------------------------|
| 2025 | |
| New Years Day | Wednesday, January 1, 2025 |
| MLK Jr. Day | Monday, January 20, 2025 |
| President’s Day | Monday, February 17, 2025 |
| Good Friday | Friday, April 18, 2025 |
| Staff Professional | Friday, May 2, 2025 |
| Memorial Day | Monday, May 26, 2025 |
| Fourth of July | Friday, July 4, 2025 |
| Summer Recess | August 4 - 8, 2025 |
| Labor Day | Monday, September 1, 2025 |
| Thanksgiving | Thursday, November 27, 2025 |
| Day after Thanksgiving | Friday, November 28, 2025 |
| Christmas Break | December 24 - 26, 2025 |
| New Years Eve | Wednesday, December 31, 2025 |

2026

| |
|---------------------------------|
| Thursday, January 1, 2026 |
| Monday, January 19, 2026 |
| Monday, February 16, 2026 |
| Friday, April 3, 2026 |
| To Be Determined |
| Monday, May 25, 2026 |
| Friday, July 3, 2026 |
| Monday- Friday August 3-7, 2026 |
| Monday, September 7, 2026 |
| Thursday, November 26, 2026 |
| Friday, November 27, 2026 |
| December 24-25, 2026 |
| Thursday, December 31, 2026 |

2025.



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|---|--|---|---|
| 01. JANUARY | 02. FEBRUARY | 03. MARCH | 04. APRIL |
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| 05. MAY | 06. JUNE | 07. JULY | 08. AUGUST |
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| 09. SEPTEMBER | 10. OCTOBER | 11. NOVEMBER | 12. DECEMBER |
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| 2025 Calendar of Closings | |
|---------------------------|--|
| New Years Day | Wednesday, January 1, 2025 |
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| President’s Day | Monday, February 17, 2025 |
| Good Friday | Friday, April 18, 2025 |
| Professional Day | Friday, May 2, 2025 |
| Memorial Day | Monday, May 26, 2025 |
| Fourth of July | Friday, July 4, 2025 |
| Summer Recess | Monday - Friday August 4 - August 8, 2025 |
| Labor Day | Monday, September 1, 2025 |
| Thanksgiving | Thursday, November 27, 2025 - Friday, November 28, 2025 |
| Christmas Eve | Wednesday, December 24, 2025 |
| Christmas Day | Thursday, December 25, 2025 |
| New Years Eve | Wednesday, December 31, 2025 |

X = Center Closed

"Our Daily Bread" - Meals, Snacks and Feeding Plans

Meals & Food - Children ages 2+

Lunch- Parents/guardians of children in the 2's classroom and older will provide lunch for their children daily. Pack lunch in a labeled lunch box. Lunch boxes are stored in the classroom refrigerator.

Sippy cup/ Water bottle: All children must have a water bottle (or sippy cup if in the 2's classroom) that will be used throughout the day. These must have their name labeled on it. Children have access to water throughout the day.

Snack- An AM snack and PM snack is provided by Tender Years each day. We are committed to providing nutritional, balanced food choices. The weekly menu is posted near the sign-in sheet.

Meals for children ages 0-12 months

Children under 12 months and using bottles must bring in 3-6 (depending on age) clearly labeled clean bottles each day. Any bottles that are used during the day will be sent home during pick up for cleaning and sanitizing. Once children are able to sit upright, they begin partaking of meals with others. This occurs through the use of a transitional table where children begin eating in child-sized, safety chairs at child-sized tables. Snack and mealtimes serve as wonderful experiences where children develop their language and social emotional skills. Modified diets and allergies can be accommodated. Please complete Health Forms with your pediatrician.

"To Lie Down in Green Pastures" - Nap Policy

Nap Time / Rest Time

It is required by law that children are given a minimum of two hours opportunity for rest. Nap time is part of this daily routine. Each child has a cot with a fitted sheet (and blanket if age 2+) are provided and laundered weekly by Tender Years. Children may read books on their cot if they do not nap. Children in our Young Infant group eat, sleep, and play on demand.

Special Events / Holidays / Birthdays

We celebrate and learn about many holidays both religious and civic. We will not celebrate Halloween with the children. The church hosts an annual Trunk-or-Treat on Saturday with hayrides and games. We encourage families to participate. We encourage children to attend evangelistic activities hosted by Cedar Grove Methodist Church such as Vacation Bible School, Easter Egg Hunt, Family Christmas Service, Shrove Tuesday Pancake Supper, Ash Wednesday and Lenten Vespers.

Biblical Themed Camps and Holiday Programs

Our center leads biblical themed summer camps and school-days-off camps for all ages. When we are doing a summer camp for school agers, we may combine learning themes across the age levels. In Summer 2025, we kick off our first Summer Bible Adventure.

Non-Food Birthday Celebration

For your child's birthday, each classroom teacher makes the day special. We do not permit food items for birthdays as part of this occasion. If you wish to bring in something for your child's class, please consider a goodie bag for each classmate that can be given out and opened at home by the parent and child.

Operation Christmas Child (October / November)

We will participate in a project for giving to kids around the world through Samaritan's Purse. Parents may provide donated items toward this, but it is not required.

Communications

Family + Center + Teacher Communication

Upon enrollment, we seek to establish communication preferences for families and introduce our patterns for keeping lines of communication clear and predictable. Please familiarize yourself with daily, weekly, monthly and emergency communication protocols. Upon enrollment, please complete the following:

- **Emergency Contact Form** is completed annually and identifies points of contact for each child enrolled in the center. If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.
- **Center-Wide Communication is noted on your enrollment form** that identifies your preferred email addresses and cell phone numbers. We encourage you consider adding, with permission, grandparents and other adults who are part of your child's care to this form, so that they can keep abreast of inclement weather or special events.
- **About My Child Worksheet** for classroom teacher to get acquainted with your child.
- **Photo Consent** must be given to opt-in or out of photos for marketing and publication. See more on *Photography & Video Permission Policy*.

Phone

Our phone number is (443) 203-6325 and we welcome parents to call at anytime. Please call the center to inform when your child is ill or absent. Teachers may be reached through this phone. We ask that parents do not text or call teachers during their class time, as they are not able to take calls while teaching or supervising children.

Email

Center-wide messages, such as weekly reminders or monthly newsletters will be sent out via email. It will be the responsibility of each family to provide us with the most up-to-date email address that you would like to have us use. We ask that you check your email for updates. Emails can be updated through the front desk anytime. We keep our internal communications private through our email service, Constant Contact, which does not sell personal information.

Text Messaging

Center-Wide Text messaging will be used to distribute timely information, such as an alert that may point you to an important email or update on a change of operation (such as inclement weather). Please remember that cellphone carrier rates may apply.

Website and Social Media

Our website www.tenderyearscenter.com and Facebook page will not post photos of children without the signed the permission form. See *Photography & Video Permission*

Family Conferences

Our teachers keep a portfolio collection of your child's artwork, lessons, and achievements in the classroom. Each May, we invite you to arrange to pick up your portfolio and meet with the teacher and discuss your child's achievements. We welcome at any point for you to request a formal conference via email or text message to the Director (faith@tenderyearscenter.com) or by calling the center to schedule through the Director a time with your teacher to discuss your child's growth, milestones, engagement with peers or any questions or concerns you may have.

See *Developmental Screenings* for how on occasion we may request to meet with a family to make a referral for a child to get . Children with an IFSP or IEP will have team meetings on a regularly scheduled basis with all team members. Please provide any existing or ongoing documents for your child's IEP/IFSP.

Communication about Your Child's Development

Developmental Screening

Milestones matter for children from birth to age five. We will provide feedback through a monthly checklist showing our observations in how he or she plays, learns, speaks, acts, and moves. These are provided by the CDC called the MILESTONE TRACKER and can be [found on line](#). You know your child best. Don't wait. If your child is not meeting one or more milestones, has lost skills he or she once had, or you have other concerns, act early. Talk with your child's doctor, share your concerns, and ask about developmental screening. Our center is willing to share our observations. Referrals are made when appropriate. Teachers and parents are welcome to schedule a meeting with coordination through the Director.

Communication of Concerns or Conflicts

We subscribe to the belief that concerns & conflicts should be resolved at the lowest level possible. Our teachers are trained and supported in resolving conflicts. Parents/guardians should contact and schedule a time to discuss any concerns with their child's teacher. Conversations about conflicts and/or concerns should not be had within earshot of the children. Please contact the center director to reach the teacher to request a time to converse.

Emergencies & Inclement Weather

Tender Years of Deale follows the Federal Government guidelines for emergency and inclement weather. If local weather presents an emergency issue, a community-wide text will be sent out promptly. It is our goal to remain open and provide care as long as it does not jeopardize the health or safety of our staff or families.

Field Trips

A walking field trip for the older preschoolers may be arranged for a visit to the fire house, library, church or park. Infants and toddlers may take a stroller ride to the park when weather is permitting. We ask that parents sign a permission slip for children to participate in any off-site programs. Staff to child ratios are maintained during all off-site programs.

Pet Policy

Maryland state law allows service animals to accompany individual students, guests or staff in schools under the criteria provided by the Individuals with Disabilities and Education Act. During the school year, animals may be invited to the classroom for special events or as a class pet. Tender Years of Deale will notify parents in advance of any animals taking part in a school-sponsored activity.

Photography & Video Permission

Tender Years of Deale uses photography and video to document children's learning process & experiences as well as highlight our programs in marketing materials, the website or other media outlets. By accepting admission to TYD, parents/guardians acknowledge this policy and determine if they would like to allow their child's picture to be shared. Upon enrollment, families elect to opt-in or opt-out of photos used for external communication by signing the Annual Acknowledgment form. There is no opting out of internal use of photography and video documentation that is given to the parent throughout the child's day, as this is shared within our community to reflect the learning process & experiences.

Resources for Community Support

Sometimes, families, children and parents need extra support. Our center can provide you with information to access local agencies that offer helpful service. Child Find, The Resource Center, South County Assistance Network and Anne Arundel County Systems of Care all provide services at little to no cost for Anne Arundel County residents. See our bulletin board in the reception area for information and updates.

What to Bring

Preschool Clothing and Outdoor Gear

Each child should come to school dressed appropriately for the weather and ready to play. Comfortable, durable play clothes are suggested, and sturdy sneakers are recommended. Sandals, crocs and flip-flops are inappropriate and unsafe for much of our daily outdoor play activities. Families will be asked to provide rain boots (that will remain at the center) for outdoor play on wet days. Snow gear for winter will also remain in children's cubbies. In late spring or summer, we may request water shoes for special water days. The following clothing items should be clearly labeled with the child's first & last name and always at the center for use:

- Rain boots
- Rain coat (we value outdoor time rain or shine)
- Snow boots (winter)
- Snow pants (winter)
- Winter coat (winter)
- Mittens / Gloves (winter)
- A change of clothing (including underwear, socks, & shoes) so that your child can be changed as needed during the day.

Infant & Toddler Clothing and Supplies

These will be stored in your child's personalized marked container on a shelf in the diapering area.

- Change of clothing (labeled with name)
- Weather-Appropriate Coat (labeled with name)
- Bottles (labeled with name)
- Disposable diapers
- Pop-up Wipes
- Diaper creme

Personal Items from Home

Please limit the personal items that your child brings from home to lunch box, water bottle, clothing, special items for sleeping, books, or unit materials for sharing during circle time or for projects. Label everything with your child's name. All bedding (fitted sheet for cot or crib mattress and napping blanket) is provided and laundered by Tender Years of Deale. Special items for sleeping will remain in student's cubby area until rest time.

Water Bottle or Sippy Cup

Families must provide a labeled water bottle or sippy cup that remains at the center during the week (infants 3-6 months are exempt from bringing a sippy cup). Water bottles will be sent home at the end of each week for cleaning and should be returned to the Center at the beginning of the next week.

Cell Phones, Tablets or Electronic Devices

Children are not to bring cell phones, tablets, iPods or any electronic devices to the center.

Reinforcing Positive Behavior

Disciplinary Policy (COMAR 13A.17.07.03c Child Discipline)

Tender Years of Deale will abide by the above COMAR regulation. There will never be physical punishment of any kind.

Behavior Management

Behavior is a form of communication. Children must learn the social & soft skills related to the appropriate behaviors needed to be successful in life. At Tender Years of Deale, we use both proactive and reactive approaches to behavior management. In our programs, children participate in explicit experiences designed to help them build their understanding and ability to meet acceptable behavior expectations.

Appropriate behavior at Tender Years of Deale is defined by following three basic expectations:

We respect self and others.

We respect and care for our school and personal property.

We observe personal and school boundaries (e.g. playground, classroom, etc.)

Proactive Behavior Support Strategies

(ADDED 3.17.25)

By providing choices and redirecting children toward more positive behaviors, our staff help children gain a sense of empowerment and control in their environment. Throughout the day, children are offered choices to make decisions for themselves and to develop independence. Choose of where to play, what materials to use are just some examples of how children may make choices for themselves.

Redirecting a child's focus or direction away from a negative behavior/experience and toward a positive one is another technique used by our staff. Ultimately, the journey of redirecting child behavior is about creating a collaborative and nurturing atmosphere where children can learn, grow, and thrive.

Intolerable Behaviors

Aggressive, reckless, harassing or bullying behavior which jeopardizes the health, safety, or welfare of the child, other children, the greater community, or staff members is immediately recorded on an Incident Report, which is filed with administration and shared with families.

A conference with the parents may be requested, and a student may be suspended, expelled, or the parents may be asked to withdraw their child from the center.

When a child has been significantly injured, the parent is also notified by phone promptly and the incident is documented on the Incident Report Form. All copies of Incident Reports are placed in a child's file, one copy each in the file of anyone involved.

Incidents of harm resulting from intolerable behavior towards another child can result in immediate suspension or expulsion from the center.

Biting/Pushing Policy

Biting and pushing is unfortunately not unexpected behavior for infants/toddlers. Some children and many toddlers communicate through this behavior. However, biting/pushing can be harmful to other children and to staff. This biting/pushing policy has been developed with both of these ideas in mind.

Our goal is to help identify what is causing the biting/pushing and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten/pushed. If a biting/pushing incident occurs, regulations require that the parent of the child biting/pushing and the parent of the child who was bitten/pushed be contacted. Names of the children are not shared with either parent.

When Biting/Pushing Does Occur

Our staff strongly disapproves of biting/pushing. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten/pushed:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report Form" is filled out documenting the incident.

For the child that bit/pushed:

1. The teacher will firmly tell the child, "We do not bite/push." And ask them to check in with the child who was hurt.
2. The child will discuss with a teacher how the other child may feel and what other ways there are to deal with their frustration.
3. The parents are notified. The "Incident Report" is filled out documenting the incident.

Moving forward

The child will be shadowed to help prevent any biting/pushing incidents. The child will be observed by staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The child will be given positive attention and approval for positive behavior.

When Biting/Pushing continues

If a child inflicts 2 bites/pushes in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

If the child again inflicts 2 bites/pushes in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from the school.

If the child again inflicts 2 bites/pushes in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents may be asked to make other day care arrangements.

If a child, who has been through step 1 and 2 and then goes 3 weeks (15 days of school attendance) without biting/pushes, we will go back to step one if the child bites/pushes again. If a child bites/pushes twice in a 1 hour period, the child will be required to be picked up from preschool for the remainder of the day.

Healthy Center Standards

(ADDED 3.17.25)

Infants and young children who attend early care and education programs are at a high risk for catching and spreading infections. We encourage families to have a backup plan for child care when their child cannot attend the program due to illness.

Three main reasons to keep children at home:

1. The child does not feel well enough to comfortably take part in usual activities (i.e., overtired, fussy, will not stop crying).
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The illness has a risk of spreading to others.

For a fuller pdf document called "Guidance for Illness, infections, Exclusions and Reportable/Notifiable Conditions Prevention and Reporting" visit the Maryland State Department of Education website for viewing. <https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/illnessandreportablediseasesinchildcare2015.pdf>

A Healthy Center Begins with Each of Us - Preventing the Spread of Disease

Hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms. Children and staff shall wash hands upon arrival at the child care center. Hand washing procedures are posted at each sink used for washing hands.

Children will wash hands:

- upon arrival at Tender Years of Deale.
- after each diaper change or visit to the toilet.
- immediately before eating meals or snacks.
- before and after water activity.
- after playing on the playground.
- whenever hands are visibly soiled.

Staff will wash hands:

- upon arrival at the child care center.
- immediately before and after handling food, preparing bottles, or feeding children.
- before handling clean utensils or equipment.
- after using the toilet, assisting a child in using the toilet, or changing diapers.
- after handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, pustulant discharge).
- after handling soiled items such as garbage, mops, cloths, and clothing.
- whenever hands are visibly soiled.
- after removing disposable gloves.

Sick Child Policy for Acute Illnesses

Limiting the spread of disease is important for keeping children and staff healthy and safe. We cannot admit a child to care or allow a child to remain in care when the child is exhibiting symptoms of acute illness.

Read through our **Healthy Center Standards** section of the handbook and the Guidance document linked from [MSDE website](#) for guidance on how we handle illness that arises when your child is at the center as well as and guidance for determining when to keep your child home. We follow the Maryland State Department

Please keep your child home if you child:

- has a fever of 100 degrees or higher
- has a cold for more than 4 days
- has nasal discharge
- is diagnosed with an illness. Stay home until child has been on medication for 24 hours
- has a constant cough

If your child becomes sick at the center:

All child care staff monitor a child for signs and symptoms of acute illness. The center director will notify a child's parent (or other designated person on the emergency contact list) upon observing a sign or symptom of acute illness. Until parent or authorized person picks up your child, we will provide temporary isolation for the affected child in a separate area within sight and hearing of an adult. A child may not be readmitted to care after an absence of 3 days or more due to illness without a written statement from the parent or physician that the child may return to a regular schedule.

We will call you (or if you cannot be reached we will call your emergency contacts) if your child shows signs of and of the following:

- a fever of 100 degrees or higher
- two episodes of diarrhea
- Vomiting
- Ongoing signs or symptoms of illness that prohibit the child from participating in the day's activities.

Medical Administration Policies and Practices

General medication, whether prescription or nonprescription, may not be administered to a child without parental permission that is documented as follows:

- Parental permission is documented on a medication authorization form.
- A licensed health practitioner has approved the administration of the medication and the medication dosage.

Prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home. If medication is by prescription, it shall be labeled by the pharmacy or physician with:

- The child's name
- The date of the prescription
- The name of the medication
- The medication dosage
- The administration schedule
- The administration route
- The duration of the prescription
- An expiration date that states when the medication is no longer useable.

How Infant Toddlers Grow and Develop: Supporting Healthy Brain Development

At Tender Years of Deale, we seek to lay a strong foundation for your child to reach developmental milestones and support healthy brain development. We understand that while your child is in our care, we become one of your child's earliest teachers. With that great responsibility, we strive to do all that we can to support and encourage children along the continuum of learning.

Holding, cuddling and talking to your infant are also important for her brain! Our teachers physical and emotional contact with your baby is essential. For example, eye contact, warm and soothing voices as well as responding to your baby's vocalizations will foster social connection and promote language development. The development of strong attachment relationships lays a foundation for children's sense of personal identity and self-esteem, as proposed by researcher J. Ronald Lally who called for a focus of identity development in the context of infancy. (Lally 1995, 58–59; Zero to Three 2009).

Our play-based curriculum, Beyond Centers & Circle Time and Beyond Cribs and Rattles is substantiated by research, based on current and past research, and grounded in the theories of three types of play – sensorimotor, structured construction, and dramatic play. Infants and toddlers are supported in healthy brain development through playful, loving, language-rich experiences that are at the center of our program.

Screen Time/Electronic Media Policy (COMAR13A.17.09.01.E6 Program Requirements)

Tender Years of Deale will abide by COMAR regulation and will limit the use to those children 2 years and older to view age appropriate interactive technology that will NOT replace creative play, hands-on learning and social interaction. Tender Years of Deal also understands that children over age 2 will view no more than 30 minutes of age appropriate educational passive technology per week the only exception being a special event.

Passive technology is defined as video clips/movies may be used on a limited basis to extend learners' understandings about specific project topics. This only applies to our learners two and older; children under two will not utilize any passive technology during open hours. All videos/clips will be approved by our center director Faith prior to sharing with children and will not exceed 30 minutes per week except for special occasions (families will be given advance notice of these occasions).

Also please see *Cell Phone, Tablets, Electronic Devices Policy* stating that children are not to bring cell phones, tablets, iPods or any electronic devices (including electronic games) to the center. For those families who send devices to school with school-age children, please note that devices will not be accessible by children during their time at the center. All devices must be kept in in backpack during before/ after care. Devices that are found being used by children will be held by the Director until returned to the parent at the end of day. Repeated use of a device by a child may result in the device being kept regularly in a locked area for parent retrieval.

Smoking/Vaping

Obviously, this is for the adults. But just a reminder that the use of any tobacco/marijuana product or nicotine/marijuana vapor product is prohibited on our property or at any TYD sponsored activity. If a staff member suspects an adult is under the influence of alcohol or drugs, they will not relinquish a child to said adult if they are operating a vehicle.

Suspected Child Abuse

All of our staff are mandated reporters and will report EVERY suspected instance of child abuse or neglect directly to the protective services unit of Anne Arundel County. PROFESSIONAL BEHAVIOR IS OF THE UTMOST IMPORTANCE IN SUCH MATTERS - these suspicions and reports will only be discussed with necessary Center staff and leadership in addition to protective services. If a staff member suspects an adult is under the influence of alcohol or drugs, they will not relinquish a child to said adult if they are operating a vehicle.

Support through Community Resources

We are glad to help families connect with the many local resources that are available to assist with locating mental health services, food assistance, housing, utilities, crisis or emergency services, mentoring, parent training and education. Please see our community bulletin board for more information or contact the director for confidential referrals. We also have partnered with a non-profit called My Wonder Play Learning that offers events and classes to help parents and any adult caregivers to nurture curiosity, spark creativity, & inspire a desire to learn for a lifetime.

Daily Schedules

Infant Room - Classroom I - Schedule

| | | 12 months + | | | |
|------------------------|---|-------------|-----------|----------|--------|
| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| 7:00 AM – 8:30 AM | Welcome Wash hands upon arrival, free play, greeting of the parents, some may arrive ready to eat breakfast. (A variety of developmentally appropriate play materials available). | | | | |
| 8:30 AM – 8:50 AM | Music Circle Time Morning Praise Songs with puppets, rattles, motions, props, etc. | | | | |
| 9:00 AM - 9:45 AM | Breakfast & Diapering Parents bring breakfast in a bento box. Self-feeding is encouraged. Manners are praised. | | | | |
| 9:45 AM – 10:00 AM | Music and Movement Songs from around the world, songs with movement, dance and joyful songs are emphasized. | | | | |
| 10:15 AM - 10:30 AM | Outdoor Play or Indoor Gross Motor Play balls to kick and throw, swings, push toys, ride-on toys | | | | |
| 10:30 AM – 11:00 AM | Art / Hands-On Activity - Individualized mess-free painting, stamping with doobers, chunky crayons, | | | | |
| 11:00 AM – 11:40 AM | Indoor Playtime Indoor activities include indoor slide, play kitchen, books, puzzles, cars and dress up. | | | | |
| 11:40 AM– 12:15 PM | Lunch & Diapering Lunch is from home. | | | | |
| 12:25 PM– 2:25 PM | Nap/Rest Time | | | | |
| 2:25 PM – 2:35 PM | Wake-up, Changing | | | | |
| 2:35 PM – 2:50 PM | Afternoon Snack | | | | |
| 3:00 PM – 4:00 PM | Outdoor Free Play - Individualized | | | | |

Two Year Old Room - Rooms G and H - Schedule

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------|---|---------|-----------|----------|--------|
| 7:00 – 9:00 AM | Welcome Wash hands upon arrival, free play, greeting of the parents. (A variety of developmentally appropriate play materials available). Diapering and breakfast snack. | | | | |
| 9:00 – 9:15 AM | Morning Circle Time Morning Prayer, Praise Songs with puppets, rattles, motions, props, etc. Rhyming songs with movement such as wheels on the bus. Flash card game to name the color or object. | | | | |
| 9:15 - 10:00AM | Center Play - individualized play across the centers of blocks, housekeeping, puzzles and books, art, musical instru | | | | |
| 10:00 AM - 10:30 | Mid-Morning Snack & Diapering Cleaning before and after diapering, some may be toilet learning, snack is provided. Prayer before snack. Communication and manors are emphasized. | | | | |
| 10:30 AM - 11:00 AM | Outdoor Play Time with Sensory Option - Individualized Outdoor play includes sandbox, outdoor mud kitchen with water and sand, creative easel art area, quiet area for books, swings. Emphasis on sharing, taking turns, etc. | | | | |
| 11:00 – 11:40 | Indoor Centers - Individualized Art, blocks, puzzles, practical life, gross motor, dramatic play | | | | |
| 11:40 AM - | Washing Up, Bathroom/Changing getting ready for lunch | | | | |
| 12:00 – 12:25 PM | Lunch During lunch, children eat at table from bento box and have table conversations led by teacher. This promotes the important skills of communication, taking turns, and self-regulation. | | | | |
| 12:25 – 2:25 PM | Nap/Rest Time | | | | |
| 2:25 – 2:35 PM | Wake-up, Bathroom/Changing | | | | |
| 2:35 – 2:50 PM | Afternoon Snack Snack is provided by the center and is enjoyed at table in classroom. | | | | |
| 3:00 – 4:20 PM | Outdoor Free Play Many of the children are picked up during this time. | | | | |
| 4:20 – 4:30 PM | Closing Story Time Circle - with all age groups 2 years & older Afternoon story is read. Book may be about another era of history,, part of the world, culture or biblical story. Prayer requests and sharing. | | | | |
| 4:30 – 5:30 PM | Outdoor / Indoor Free Play | | | | |

Threes-Fives - Rooms J and K- Schedule

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|---|---------|-----------|----------|--|
| 7:00 – 8:20 AM | Welcome Wash hands upon arrival, Quiet Basket Routines, Breakfast Snack, & Toilet | | | | |
| 8:20 – 8:30 | Clean-up | | | | |
| 8:30 – 8:45 AM | Soft Launch - Individualized This time provides a predictable routine where students can comfortably transition into the learning environment. Individualized chores can be selected or assigned at this time | | | | |
| 8:45 – 9:00 AM | Morning Circle Children join in a welcoming circle designed to build a sense of safety and community before launching into self-directed learning experiences. Morning prayer and time for celebrating children's birthdays. Each meeting ends with a shared reading, story, or song/poem setting the stage for literacy and language learning in the next block. | | | | |
| 9:00 - 9:10AM | Breakfast Snack | | | | |
| 9:10 – 9:50 AM | Language & Literacy - Individualized Students move into literacy- & language & Geography, Science- play-based learning. Dramatic play & storytelling environments are emphasized; this may be indoors or outdoors depending on the weather and focus areas. The teacher and aide works with individuals & small groups presenting developmentally appropriate lessons based on readiness. Mid-morning snack center available. | | | | Who's My Neighbor? Visits with our neighbors (e.g., community helpers in and around Deale as well as in center visits) |
| 9:50 – 10:30 AM | Project Work Time Children participate in projects of interests with teacher support (indoors or outdoors). Projects are inspired by children's interest and change over time. | | | | |
| 10:30 – 11:00 AM | Movement & Music | | | | Chapel with Pastor Faith |
| 11:00 – 11:30 AM | Lunch - packed lunch brought from home During lunch, children eat with friends and teachers at their lunch table with Bento box meal from home. This promotes the important skills of communication, taking turns, and self-regulation. | | | | |
| 11:30 – 12:00 PM | Outdoor Free Play - Individualized Children participating in our half-day program are picked up at the end of this free play block. Areas outdoor include quiet space, swing, mud kitchen, art area, gross motor play with balls, slide and running. | | | | |
| 12:30 – 2:30 PM | Nap Time | | | | |
| 2:30 – 2:45 PM | Afternoon Snack | | | | |
| 2:30 – 3:30 PM | Sensory and Messy Art | | | | |
| 3:30-4:20 PM | Outdoor Play | | | | |
| 4:20- 4:30 PM | Closing Story Time Circle - with all age groups 2 years & older Afternoon story is read. Book may be about another era of history,, part of the world, culture or biblical story. Prayer requests and sharing. | | | | |
| 4:30 – 5:30 PM | Outdoor Play | | | | |

Schedule - School Age Care - “Lunch Room”

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|--|---------|-----------|----------|--------|
| 2:30 PM | Arrival from Bus place backpacks in cubbies, wash hands, prepare for snack | | | | |
| 2:50 PM | Snack Time at tables, students enjoy a snack together. Manners and sharing about the day are praised. | | | | |
| 3:00 PM | Free Choice Time - 4 Individualized Options outdoor play, indoor library, homework lab or STEAM lab/maker-space. Library books are rotated, borrowed from Deale library or donated to the center. These include fiction and non-fiction from a variety of cultural backgrounds. STEAM lab is rotated with materials and themes but is a maker space for creative projects. | | | | |
| 4:20 PM | Closing Story Time Circle - with all age groups 2 years & older Afternoon story is read. Book may be about another era of history,, part of the world, culture or biblical story. Prayer requests and sharing. | | | | |
| 4:30 PM- 5:30 PM | Choice Time - Individualized Options outdoor play or indoor homework help, puzzles, books, coloring sheets | | | | |

Equipment and Materials to Support Learning Updated 3.30.2025

The “things” that we include in our classrooms and outdoor play areas set the stage for children to engage in learning, discovery and wonder. All child accessible materials are age appropriate, clean, and in good repair. Material such as manipulative, rattles, toys, games, books, dramatic play materials are chosen for the classroom and aligned with with themes of our learning unit or times of year. They are then rotated across classrooms when possible. For example, our sensory table may begin the pre-k classroom with the theme of St. Patricks Day and then when shared with the younger two’s, the smaller items in the table may be pulled out for safety.

Teachers help children at every age level put the materials back where they belong when it is time to clean up. Labeling shelves with pictures of the items helps the children (and other adults) in the room maintain an orderly environment.

Each preschool and two year old classroom has a building area, a dramatic play area, a science area, art area, and a “reading cozy space” along with a shelf library of books, that are rotated and age-appropriate and available for children. Infants and Toddler will have art materials brought out for specific projects and them put away. Access to rattles, books, dramatic play and building is available to infants in the room but not set up as “centers” Teacher supported interactions with books is across all age levels. Reading with an infant or toddler in the rocking chair, has significant impact on emergent literacy and vocabulary skills. A cozy book space is also offered outdoors for children who want to explore reading independently. Books reflect the interests of the children, their primary languages, their cultural backgrounds as well as introduction to cultures, customs and languages that may be new to them.

Age Groups

Young Infant: 6 weeks - 8 months

In our young infant program, we recognize the importance of a safe, nurturing environment. Children in our Young Infant group eat, sleep, and play on demand. Routines are important but the adult is the most vital ingredient at this stage. Our curriculum is individually designed and the intentionally planned experiences assist our young infants in their development through loving and caring child/adult interactions. Food, sleep, and play experiences occur based on individual needs of children. Some of the first ways infants participate in faith formation is through music and baby's first bible.

Older Infant 9 months - 17 months

With our older infant program, children begin following a simple schedule during their day. Food and naps still occur somewhat on demand, but this stage includes playful, language-rich lessons developed & delivered within small groups or pairs of children. Baby books that share the gospel and hearing adults say together The Lord's Prayer lays the foundation of "a faith that comes by hearing." Shared mealtime experiences, with prayer before a meal, promotes faith as well as table etiquette and manners. Our adults continuously assess children and adapt activities as necessary. Outdoor free play yard includes swings, push toys, ride-on toys, ball, and bubbles-dance parties.

Toddler: 18 months - 24 months

The young toddler is an eager learner who needs to touch, smell, taste, hear, and see everything. That includes the Bible! By this age, the Bibles are able to be held and even chewed. Children hear the Bible read as well as continue with prayer and praise daily. The schedule for this stage is more structured than the older infant, but still flexible and based on play experiences guided by the caring adult. At this age, all domains continue to be addressed and project topics are selected from a combination of adult observation and children's expressed interests. Sustained outdoor exploration is promoted through the use of outdoor free play centers, including slides, swings, push toys, ride-on toys, ball, and bubbles-dance parties.

Two Year Old Program

At this stage, the older toddler turns into a child. Their brain reaches 80% of an adult size brain, the body becomes more balanced, and there is an ability to learn new skills quickly. Milestones include: Striving for power/autonomy, Tantrums, Continued development of language, gross & fine motor skills, and make-believe play skills, Beginning of social play with others and Potty training. Their love of ritual & routines during this time leads to increased enjoyment in the pattern of praise and prayer. Further participation in weekly chapel and daily prayer. Outdoor time is maximized at this stage. Project work is driven by child interests and occurs in longer sustained periods than previous stages.

Threes - Fours - Fives

When we put together our daily schedule, we recognize the older preschool learner thrives within a combination of routines and choice/autonomy. Our schedule has a pattern of prayer, play and learning. In a literacy-rich environment, we promote discovery, curiosity and appreciation for the blessings God has given us each day. We spend much time outdoors appreciating the change of seasons and the life that is all around us. It's important that our preschoolers fundamentally understand that God made the world and God is bigger than anything our minds can imagine. However, God knows us, loves us and became small like us. Sending His Son, born a baby, who became our Healer, Teacher, Friend and Savior.

School-Age Care, Ages 6-12

We understand our school-age youth need engaging experiences that are designed to explore interests, make friends, and feel connected with trusted adults. During the school year, children attending before and after care may also attend full-day when school is closed or cancelled due to weather. During the summer, weeks are arranged by general themes (nature, animals, drama skills, etc.). Children help determine the direction of each camp by sharing their interests with the adult who then designs experiences, arts/crafts, and activities. During the year, a variety of after school clubs, Days Off Events and Summer Day Camps will be offered based on the interest of children such as gardening, bible academy, art, cooking, sports, dance, etc.



Enrollment Agreement - Fees & Provision of Care

- INFANT CARE**
(ages 6 weeks - 18 months)
Rate: \$350/ week

(Monday - Friday 7:00am - 4:00pm)
- TODDLERS**
(ages 18- 24 months approximately)
Rate: \$350 / week

(Monday - Friday 7:00am - 5:30pm)
- TWO YEAR OLDS**
(ages 24 - 36 months)
Rate: \$ 310 / week

(Monday - Friday 7:00am - 5:30pm)
- THREES/ FOURS/ FIVES**
Rate: \$285/week

(Monday - Friday 7:00am - 5:30pm)

SCHOOL AGE CARE

- \$150 / week during school year
- \$35/day as needed during school year
- \$195/ week Summer Day Camp 2025

Name of Child: _____
Date of Birth: _____
Date to Begin: _____

Parent Name & Address:

Parent Email(s) for Center Communication:

Parent Cell(s) for Center Communication:

Deposit \$ 175 (non-refundable)
 Week #1 \$ _____
 Activity Fee \$ 15
 TOTAL \$ _____ Due By _____

A non-fundable deposit of \$175 is due upon enrollment. Weekly tuition is due the Friday before the upcoming week of care. The Monthly Activity Fee is due before the 5th of the month. All tuition and fees are payable by check, cash or Zelle faith@tenderyearscenter.com

By my signature below, I am aware that I _____ have enrolled my child _____ in the above program, electing the provision of care as described. Deposit fee is due only upon enrollment and is non-refundable and non-transferable. Monthly activity fees and weekly provision of care tuition is due as long as my child is enrolled in the Center. I agree to the above start date, program choice, tuition and fee schedule.

____/____/____



Annual Receipt Acknowledgment Form

- 1. Discipline Policy
- 2. Electronic Media/Screen Time Policy
- 3. Community Resources
- 4. Photo Policy Consent
- 5. Pet Policy
- 6. Guide to Regulated Care
- 7. Tuition Agreement / Fees Provision of Care with Ratios

Child Name: _____

Parent/ Guardian Name: _____

Signature: _____

Date: ___/___/___

This written agreement is required by the Maryland State Law that Tender Years of Deale, LLC , “negotiate and maintain a written agreement with the child’s parent” that specifies:

DISCIPLINARY POLICY (COMAR 13A.17.07.03c Child Discipline)

Tender Years of Deale, LLC will abide by the above COMAR regulation. There will never be physical punishment of any kind. See page 4 for Behavior Management, Biting / Pushing Policy, and Intolerable Behaviors.

_____initial

Electronic Media/Screen Time Policy (COMAR13A.17.09.01.E6 Program Requirements)

Tender Years of Deale will abide by COMAR regulation and will limit the use to those children 2 years and older to view age appropriate interactive technology that will NOT replace creative play, hands-on learning and social interaction. Tender Years of Deal also understands that children over age 2 will view no more than 30 minutes of age appropriate educational passive technology per week the only exception being a special event.

Passive technology is defines as video clips/movies may be used on a limited basis to extend learners’ understandings about specific project topics. This only applies to our learners two and older; children under two will not utilize any passive technology during open hours. All videos/clips will be approved by our center director Faith prior to sharing with children and will not exceed 30 minutes per week except for special occasions (families will be given advance notice of these occasions).

Also please see Cell Phone, Tablets, Electronic Devices Policy stating that children are not to bring cell phones, tablets, iPods or any electronic devices (including electronic games) to the center. For those families who send devices to school with school-age children, please note that devices will not be accessible by children during their time at the center. All devices must be kept in in backpack during before/ after care. Devices that are found being used by children will be held by the Director until returned to the parent at the end of day. Repeated use of a device by a child may result in the device being kept regularly in a locked area for parent retrieval.

_____initial

Annual Receipt Form

Child Name: _____

continued from previous page

COMMUNITY RESOURCES (COMAR 13A.17.6.02.K Community Resources)

The following special services are available to all persons in our community.

- Child Find <https://www.aacps.org/childfind> 410-424-3280
- Jean Raymond Birth to Five Program Manager jraymond@aacps.org 410-424-3256
- Anna Smith Child Find Technician amsmith2@aacps.org 410-424-3281
- The Resource Center at Point Pleasant 1450 Furnace Avenue Glen Burnie, MD 21060 410-424-3281
- Systems of Care helps families navigate many social services
<https://www.aacounty.org/partnership-for-children-youth-and-families/systems-care>

_____ initial

PHOTO POLICY CONSENT

Tender Years of Deale uses photography and video to document children's learning process & experiences as well as highlight our programs in marketing materials, the website or other media outlets. By accepting admission to TYD, parents/guardians acknowledge this policy and determine if they would like to allow their child's picture to be shared. Upon enrollment, families elect to opt-in or opt-out of photos used for external communication by signing the Annual Acknowledgment form. There is no opting out of internal use of photography and video documentation that is given to the parent throughout the child's day, as this is shared within our community to reflect the learning process & experiences.

Families DO have an option to opt-out of photos used for external communication by signing below to opt-in or opt-out.

During the school year, staff take photographs, videos and recordings of school activities in the classroom or at events, in emails to parents in our newsletter or on our bulletin boards or printed publicity materials. Some photographs may capture your child's participation, directly or indirectly and may be published through our website, social media pages, news bulletins, billboards, and ads. With this, we seek your consent in allowing us to publish photos which may involve your child to the said platforms. Please do provide your response by selecting your choice below;

_____ I hereby ALLOW the reproduction and publication of my child's photograph(s)

_____ I DO NOT allow the reproduction and publication of my child's photograph(s)

PET POLICY

Maryland state law allows service animals to accompany individual students, guests or staff in schools under the criteria provided by the Individuals with Disabilities and Education Act. During the school year, animals may be invited to the classroom for special events or as a class pet. The Wesley School will notify parents in advance of any animals taking part in a school-sponsored activity.

_____ initial

GUIDE TO REGULATED CHILD CARE

By signing this document you have acknowledged that you received the Guide to Regulated Child Care. A copy of this pamphlet is also available anytime from the Center Director.

_____ initial

All About my Child

Childs Name _____

Please answer these questions to help us get to know your child.

·Does your child have any allergies? If so, list them here as well as fill out our allergy form. _____

·How is your child's temperament? _____

·How does your child sleep? Do they need anything to help fall asleep? Take naps? _____

·How is your child's eating habits? _____

·Foods your child dislikes? _____

·Is your child toilet trained, or potty training? _____

·Does your child play well with others? _____

·Who does your child live with? _____

·Siblings? _____

·Pets? _____

·Comments, anything else we should know _____

CREATED BY ASHLEY'S GOODIES, 2021