FAMILY HANDBOOK



6006 Drum Point Road
Deale, MD 20751
www.tenderyearscenter.com
443-203-6325

Director / Operator:
Faith Wilkerson
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Hours of Operation

Mon-Fri 7:00am - 4:00pm (8 weeks - 23 months)
Mon-Fri 7:00am - 4:30pm (2 yrs - Preschool, extended to 5:30pm)
Mon-Fri 7:00am - 5:30pm (School age children arrive on bus at 2:30pm)

updated on October 30, 2026

"Let my teaching fall like rain and my words descend like dew,
like showers on new grass, like abundant rain on tender plants."
— Deuteronomy 32:2

Our Mission

At Tender Years of Deale, we recognize that from infancy to adolescence, children are in a tender season of growth. Our mission is to provide the a safe, nurturing Christian environment where "God's word descends like dew" and our teaching "falls like gentle rain" so that children grow healthy and strong.

Our Approach

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. 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 Philosophy

As a gospel-based center, our staff seek to model Christian values for all children of all abilities and special health care needs. 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 ourselves as created in His image and celebrate God's love for us through Jesus Christ.
(Genesis 1:26, Ephesians 2:4-9)

Our Religious Affiliation

Tender Years of Deale, LLC is operated by Reverend Faith Wilkerson, an ordained elder in the Global Methodist Church and the Pastor of Family and Youth Ministries at Cedar Grove Methodist Curch. Together, we partner with Cedar Grove in ministry events, camps, service projects and worship services.

Our Licensing

Lic #261623
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 Families

Families are the foundation of children's development. We view ourselves in partnership with our parents to ensure 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.

Family Engagement - Special Events

Holidays
We learn about many holidays both religious and civic. We encourage children to attend evangelistic activities hosted by Cedar Grove Methodist Church such as Preschool Graduation, Vacation Bible School, Easter Egg Hunt, Family Christmas Services, Shrove Tuesday Pancake Supper, Ash Wednesday and Lenten Vespers. As a gospel-based center, we will not celebrate Halloween but we encourage attending the annual Trunk-or-Treat at Cedar Grove that features a hayride in Deale.

Biblical Themed Camps and Holiday Programs
Our center leads biblical themed summer camps such as and school-days-off camps for all ages.

Birthday Celebrations
For your child's birthday, each classroom teacher makes the day special. We can arrange for parents to bring a store bought food item, such as a cupcake or popsicle. If you wish to bring something for your child's class, we encourage families to consider a goodie bag for each classmate that can be given out and opened at home.

Operation Christmas Child (October/November)
We participate in a project for giving to kids around the world through Samaritan's Purse. Donations are volunteers are requested.

Trunk-R-Treat (October)
We invite families to celebrate by participation in the fall festival community event at Cedar Grove Methodist Church or at the Deale Fire Department with the Elks Lodge.

Easter Egg Hunt
We invite families to celebrate the meaning of Easter at our community event at Cedar Grove Methodist Church.

Special Guest and Volunteers
Children love to have special guests to the classroom to enhance an activity or subject area they are exploring. We regularly post sign up opportunities on the Bulletin Board, in the email newlsetter and in Brightwheel for parents to volunteer 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.

Our Curriculum - Experience Early Learning

We offer literacy-rich, play-based learning experiences to assist infants, toddlers and preschoolers reach developmental milestones. Beginning in Fall 2025, we use the nationally recognized "Experience Curriculum" which is founded on a cross-disciplinary model that supports a child's on-going social-emotional, physical, language and cognitive development. There are three levels: Experience Baby, Experience Toddler and Experience Preschool. Lessons are aligned with Maryland and national standards for education. Lesson plans and activities are integrated into the Brightwheel app so that parents can see lessons and activities planned for each day. In addition, we utilize the Experience God curriculum that offers a biblical lesson and theme for each month. Our curriculum offers opportunity for us to build lessons around the children's interests: For instance, an interest in butterflies is a spring board for staff to add butterflies to the math manipulative or seek out additional books to highlight in the book nook.

Equipment and Materials to Support Learning

The materials in our classrooms and outdoor play areas support learning, discovery, and exploration for children of all abilities and backgrounds. All child-accessible materials are age appropriate, clean, and in good repair. Materials such as manipulatives, books, games, dramatic play items, and sensory materials are selected to support classroom learning themes and are rotated when possible.

Materials are stored on low, open shelves and in accessible bins to encourage children's independence, choice-making, and responsibility for cleanup. Our classrooms include materials that support children of varying abilities and developmental levels, including chunky crayons, knobbed puzzles, sensory items, textured materials, and hands-on manipulatives.

Teachers guide children in returning materials to their proper places. Each preschool and two-year-old classroom includes areas for blocks, dramatic play, science, art, and reading, along with age-appropriate books that reflect children's interests, cultures, languages, and experiences.

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 are prepared to partner as needed with a child's therapist and allow inclusion of professionals into our classroom setting as needed.

We request that if your child has a special health care need that you allow us to partner with you to meet your child's needs and help them thrive in our program. Please provide any documents for your child's IEP/IFSP to the director.

Planning for Developmentally Appropriate Practices in your child's classroom

At Tender Years of Deale, teachers develop weekly lesson plans using classroom observations, developmental assessments, children's interests, family input, and individual learning needs. Lesson plans are designed to support the whole child through hands-on, play-based learning experiences that are developmentally appropriate and engaging.

Teachers ensure activities reflect children's interests and skills by observing how children play, interact, and explore their environment. Classroom experiences are adapted to build on children's natural curiosity and current abilities.

(Example: If children become interested in bugs or gardening, teachers may incorporate related books, art, sensory activities, or outdoor exploration into the lesson plans. This spring, their interest in ants resulted in decision to have a class ant farm to acoompany the lesson.



Teachers address each child's developmental needs by planning activities that support social-emotional, physical, language, cognitive, and self-help development. Activities may be adjusted to match a child's individual skill level or learning style. (Example: A child developing fine motor skills may be offered larger manipulatives or adapted art materials, such as larger sized crayons of a variety of easy to grip shapes.



When families provide an IFSP or IEP, teachers incorporate recommended goals, accommodations, and strategies into classroom routines and activities. Teachers work with families and specialists to help support each child's successful participation in the classroom

Tuition Rates By Age Groups



The Acorns 6 weeks - 17 months (approximate)

Teacher/Child Ratio 1:3
Hours of care: 7:00am - 4:00pm
Rate: $475/week



The Pine Cones 18 - 24 months (approximate)

Teacher/Child Ratio 1:3
Hours of care: 7:00am - 4:00pm
Rate: $425/week



The Sprouts 24 - 36 months (approximate)

Teacher/Child Ratio 1:6
Hours: 7:00am - 4:30pm with option to extend
Extended care until 5:30pm: additional $40/week
Rate: $310/week or $350/week with extended day



Mighty Oaks Ages 3 - 5 years old

Teacher/Child Ratio 1:10
Hours: 7:00am - 4:30pm with option to extend
Extended care until 5:30pm: additional $40/week
Rate: $300/week or $340/week with extended day



Mighty Cedars Kindergarten - 5th Grade

Teacher/Child Ratio 1:15
$175/week during the school year or $50/day
Summer programs are priced differently.

Deposit

At the time of enrollment, each child's placement requires a deposit of $175. This is non-refundable and non-transferable. The $15 activity fee is also due upon enrollment.

Activity Fees

At the time of enrollment, the first month Activity Fee is paid. The monthly activity fee of $15 per month covers the cost of enrichment materials and activities that occur throughout the year for your child. These will include special programs brought to the center, planned enrichment materials for additional STEAM activities.

Weekly Tuition

At the time of enrollment, the first week of care (tuition) is due in advance of starting. Invoices are sent weekly through Brightwheel. All parents must enroll and download the Brightwheel app. All weekly tuition must be paid the week before the care is provided. In other words, please remit payment on Friday before the upcoming week of care. Failure to pay can result in unenrollment.

Extended Care / Late Pick Ups

Each age grouping has a standard pick up time. Pre-arranged extended care is available upon request. Please see the enrollment agreement for the cost and times. When you have a delay in picking up, please contact the center promptly. If you pick up after your child's classroom closes, there will be a charge of $30 for every 5 minutes overtime. Children must be picked up on time and can be released only to those listed on the Emergency Form. If an adult other than those on the pick-up list needs to pick up a child, please provide written permission from the parent/guardian by email or on paper to faith@tenderyearscenter.com

Payment Policies

- A one-time, non-refundable deposit is made to hold placement for initial enrollment
- The first week's tuition must be paid prior to the child's start date
- Tuition must remain current to maintain enrollment
- Care may be suspended or terminated if payment becomes more than 14 days overdue
- If care ends midweek, families are responsible for payment for the full week (no prorating)
- Payment can be made by check, cash, Venmo, Zelle or set up on auto-billing through Brightwheel.

Automatic un-enrollment can occur if the center does not receive payment by 7am Wednesday of the billing week. A written notice will be sent on the morning of the third day to state the un-enrollment of the child(ren).

Late Fees

Payments not received by due date (the Friday before care starts, see invoice from Brightwheel) will be considered late and will be charged an additional $50 per child overdue.

Non-Discriminatory Admission

Admission to Tender Years of Deale is ongoing and non-discriminatory. No child will be excluded based on religion, race, color, disability, sex, or national origin. Preference may be given to siblings of currently enrolled children.

Enrollment Process

Step 1 — Connect & Learn About the Program
Complete the online Inquiry Request Form at www.tenderyearscenter.com. The Director will follow up within one business day to schedule a tour or conversation. Prospective caregivers are encouraged to review our mission, philosophy, and program approach before enrolling.

Step 2 — Receive Your Enrollment Packet - All required for enrollment
When space is available, caregivers will receive a complete Enrollment Packet, which includes:

- Contract for Care (Enrollment Agreement)
- Health Inventory Forms (Parts 1 & 2)
- Emergency Contact Form
- Guide to Regulated Child Care (Maryland State Department of Education).
- Maryland Infants and Toddlers Program brochure (Maryland State Department of Education).
- Current Family Handbook
- Permission Forms: Sleep Sack, Crib, Sunscreen, and Water Play (all of these are required for enrollment)
- Annual Acknowledgment Form (initialed)

Step 3 — Submit Documents & Secure Your Spot
Enrollment is finalized once all of the following are received and approved:

- Signed Enrollment Agreement and all required forms, completed in full
- First week's tuition + First month's activity fee + Required deposit

Please note: A child may not begin care until all documentation and payments have been received and approved.

Withdrawal and Un-enrollment

Families may withdraw a child from the program at any time by providing written notice (email faith@tenderyearscenter.com. Payment for the final week of care is required.

The center reserves the right to unenroll a child at anytime due to:

- Non-payment of tuition or fees
- Failure to maintain required enrollment forms (see above) including health documentation
- Violation of program policies
- Inability to safely meet the needs of the child within the group care setting
- Staffing, licensing, or classroom capacity limitations (see below)

Contract for Care and Annual Acknowledgment Form
Your child's contract for care and annual acknowledgement form is signed annually and/or updated as your child moves to the next age level.

Enrollment Agreement

Enrollment in the program is confirmed through a signed Enrollment Agreement, which serves as the family's Contract for Care. This agreement outlines the child's program selection, schedule, tuition, fees, and other enrollment provisions. Updated agreements are completed whenever a child transitions to a new age group or classroom placement.

Annual Re-Enrollment
Each June, all currently enrolled families will complete re-enrollment for the upcoming school year which begins the Monday after Labor Day. Families will be required to review and sign updated enrollment documents and submit all required forms, including current Health Inventory Forms completed and signed by the child's pediatrician.

Moving Up to New Age Grouping
When a child transitions to a new age grouping, families will receive updated enrollment materials, including a revised Contract for Care (Enrollment Agreement) that reflects new tuition and fees.

Your child's enrollment, classroom placement, and continuation of services are dependent upon available space, licensed capacity, staffing ratios, developmental readiness, and the program's ability to safely meet the needs of all enrolled children. Advancement to the next classroom is not automatically guaranteed upon reaching a certain age and may be delayed until space and staffing become available.

Planned or Emergency Closings

While every effort is made to maintain regular operations, there may be occasions when staff illness, emergency circumstances, severe weather, public health concerns, or other unforeseen events affect classroom staffing or center operations. In order to remain in compliance with Maryland licensing regulations and maintain safe supervision ratios, Tender Years reserves the right to adjust classroom schedules, combine groups as permitted, shorten operating hours, or temporarily close classrooms or the center when necessary. Families will be notified as soon as possible in these situations.

Because tuition supports ongoing staffing and operational expenses, payments remain due during temporary emergency closures or interruptions in service.

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. **We encourage families to have a back up plan for care in the case of emergency closures.**

Schedule and Calendar

Daily Schedule

Children ages 18 months and older must arrive to the center by 8:45am to begin their day. See the Daily Schedule located at the back of this handbook and is posted in each classroom. Each playgroup has a daily schedule that includes time for rest. Infant schedules up to 12 months of age are individualized.

Rest Policy

It is required by law that children are given opportunity for rest appropriate to the age, needs, and activities of the child.. Nap time is part of our daily routine. Each child is provided with a cot with a fitted sheet and blanket. We do not offer pillows, so parents may wish to provide a Sleeping Mat with Pillow (can be ordered through Amazon). These will be sent home for cleaning. During rest time, children may read books on their cot.

Rest Policy for Children under age 2

Infants under 12 months are provided with a crib. and fitted sheet. After 12 months, they will transition to a cot with a fitted sheet. Sheets are laundered on site. All children under age 2 are provided with a sleep sack that is laundered at Tender Years. Children under age two will eat, sleep, and play on demand. We do not wake a sleeping child under age 2.

Weekly Schedule

Tender Years of Deale is open Monday - Friday from 7:00am - 5:30pm. The schedule for each age level varies according to your Contract for Care.

Monthly Schedule

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

Check-In & Check Out

All families will check students in and out using the Brightwheel app. The kiosk at the front door will accept your unique code or you may scan the QR code and use your phone.

Drop-off

Children must arrive by 8:45am to begin the day. Children in Room F (ages 0-12 months approximately) enter through F Room Door only between 7am-9am or 3pm-4pm. Persons entering Room F must remove shoes or wear shoe covers. We encourage parents to say goodbye in the cubby area and allow child to walk independently in the classroom with water bottle and lunch. This helps build independence and keeps the classroom doorway clear. If you need to have a brief conversation with your child's teacher a at drop-off, please let the front desk know so that the teacher can step out or arrange to meet at another time.

Communications

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:
- Center-Wide Communication through the Brightwheel App
- About My Child Worksheet for classroom teacher

Phone
Our phone number is (443) 203-6325 and we welcome parents to call at anytime. Please inform us via Brightwheel messaging (or you may call the center) when your child is ill or absent. Teachers may be reached through this phone. We ask that parents do not text or call teachers directly. When contacting them during their class time, use the Brighwheel app. Questions and comments for teachers during after hours may also be posted in the Brightwheel app or if urgent, to the director after hours.

Email
Center-wide messages, such as weekly reminders or 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.

Community Bulletin Board
Our community bulletin board also has information posted as it become available. Our receptionist is responsible for keeping this board up to date each month. Please contact the director for any 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.

Text Messaging
Text messaging directly from the director's cell phone 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. Upon enrollment, families elect to opt-in or opt-out of photos used for external communication by signing the Annual Acknowledgment form.

Family Conferences

Families will be informed in May to sign up for the end of year family conferences. Sign up opportunities are announced by email and in the electronic newsletter (available in BrightWheel App) and in print format on the bulletin board at front desk. The Brightwheel Messaging App allows you to sign up for your time slot directly with your child's teacher.

The teacher keeps a portfolio collection of your child's artwork, lessons, and achievements in the classroom. Each May, teachers prepare for June Confencs. We will invite you to sign up through the front desk sign up sheet to meet with the teacher and discuss your child's achievements.

We welcome you to request a formal conference at any time of year. You may calling the center or email the director to schedule a time with your teacher to discuss your child's growth, milestones, engagement with peers or any concerns you may have.

Resources for Community Support

COMMUNITY RESOURCES & SUPPORT FOR FAMILIES

Tender Years of Deale is committed to supporting the whole family while nurturing each child's growth, development, health, and well-being. We provide families and staff with access to community resources related to child development, disabilities, special health care needs, mental health services, developmental screenings, food assistance, housing and utility support, crisis or emergency services, mentoring, and parent education.

Children who may benefit from additional support services may be identified through teacher observations, developmental screenings, classroom assessments, or family inquiries and concerns. Resources may be identified through the MSDE website and shared with staff and families. When appropriate,agencies and programs such as the Maryland Infants & Toddlers Program, Child Find, Abilities Network, The Resource Center, South County Assistance Network, and Anne Arundel County Systems of Care may be shared with staff and families Many of these services are available at little or no cost to Anne Arundel County residents.

Community resource information is reviewed and updated monthly by the Director and front office staff to ensure families and staff have access to current information and referrals. Resources are made available through the parent information board located in the reception area, printed materials at the front desk, family newsletters, enrollment materials, staff training resources, and confidential conversations with the Director.

Tender Years also partners with Cedar Grove Methodist Church and My Wonder Play Learning to provide events, classes, and family support opportunities that encourage caregivers to nurture faith, foster curiosity, and inspire a lifelong love of learning in young children.

Lending Library

Children are welcome to borrow books from either of our lending libraries. One is located in the main reception area featuring books on parenting as well as books for children under 5. An older lending library is located in the School Age Care room. You may borrow at any time. Have books to share? Bring donations to the director for review.

What to Bring

Clothing and Outdoor Gear

Each child should come to school dressed appropriately for the weather and ready to play. Children over 18 months should arrive in shoes. Comfortable, durable play clothes are suggested, and sturdy sneakers are recommended. Sandals, crocs and flip-flops are NOT PERMITTED. The following clothing items should be clearly labeled with the child's first and last name and always at the center:

- Change of clothes (appropriate to the season) kept in ziplock bag
- Rain boots (fall, spring, summer) kept in cubby area
- Rain coat (we value outdoor time rain or shine)
- Snow boots (winter) kept in cubby area
- Winter coat (winter) kept in cubby area
- Mittens / Gloves (winter)

A change of seasonal clothing (including underwear, socks, & shoes) is important so that your child can be changed as needed during the day.

Infant and Toddler Clothing
Please refer to the single page sheet of instructions provided by the teacher for ages 0-2.

Tender Years Closet
We keep a selection of clothing on hand for those occasions when a child needs a change of clothes. These are labeled TYD. We welcome donations of clothing from familes.

Toys and Items from Home
Please no toys or personal items from home. Limit items to lunch box, water bottle, clothing, or requested materials for sharing during circle time or for projects. Label everything with your child's name.

Water Bottle or Sippy Cup
Please see sheet on the recommended sippy cup and water bottle for each age level. Families must provide a labeled water bottle or sippy cup that is taken home daily.

Cell Phones, Tablets or Electronic Devices
Children are not to bring cell phones, tablets, iPods or any electronic devices to the classrooms.'

Sleeping Mat with Removable Pillow
Children over age two may bring a sleeping mat instead of using the blanket provided.

Enrichment Programs
Effective November 1, 2026, Tender Years of Deale will coordinate all community enrichment programs as on-site learning opportunities at our center. For instance, guests from the Deale Public Library and meet-n-greets with community helpers will occur in the classrooms or on the playground. Children will not be taken on off-site excursions, so walking field trip permission forms will no longer be needed. This applies to all age levels, including the school-age children in Mighty Cedars (SAC).

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 and soft skills related to appropriate behaviors needed to be successful in life. At Tender Years of Deale, we use both proactive and reactive approaches to behavior management.

Appropriate behavior at Tender Years of Deale is defined by three basic expectations:
- We respect self and others.
- We respect and care for our school and personal property.
- We observe personal and school boundaries.

Proactive Behavior Support Strategies
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. Redirecting a child's focus away from a negative behavior and toward a positive one is another technique used by our staff.

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

Biting and Pushing Policy

Biting and pushing is unfortunately not unexpected behavior for infants/toddlers. Some children communicate through this behavior. However, biting/pushing can be harmful to other children and to staff. Our goal is to help identify what is causing the biting/pushing and resolve these issues.
When Biting/Pushing Does Occur:
For the child that was bitten/pushed:
1. First aid is given. It is cleaned with soap and water. If the skin is broken, it is covered with a bandage.
2. Parents are notified.
3. The incident is documented on Brightwheel.
For the child that bit/pushed:
1. The teacher will firmly tell the child, "We do not bite/push."
2. The child will discuss with a teacher how the other child may feel.
3. The parents are notified and an Incident Report is filled out. The child will be shadowed to help prevent further incidents and observed to determine the cause (teething, communication, frustration, etc.).

When Biting or 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 in which the skin is broken or bruised or 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 in which the skin is broken or bruised or leaves a significant mark, the parents may be asked to make other day care arrangements.

If a child who has been through steps 1 and 2 then goes 3 weeks (15 days of school attendance) without biting/pushing, 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 for the remainder of the day.

Referring to Outside Services

We may recommend outside evaluation or support services through appropriate early childhood specialists, pediatricians, behavioral consultants, or early intervention programs. The purpose of a referral is to better understand the child's needs and identify supportive strategies that promote success in the classroom and at home. If, despite interventions and collaborative efforts, the program is unable to safely meet the needs of the child or maintain a safe environment for others, we reserves the right to determine whether continued enrollment is an appropriate fit.

Developmental Screenings & Observation Practices

Milestones matter for children from birth to age five. At Tender Years of Deale, we are committed to supporting each child's growth through ongoing observation and developmental awareness. Our program utilizes regular observation practices to better understand each child's development. Lead teachers and/or the Center Director conduct weekly observations during free play and instructional time, documenting children's skills and behaviors through anecdotal notes.

We encourage families to use the Milestone Tracker through the Centers of Disease Control to is not meeting one or more developmental milestones, has lost previously acquired skills, or if there are any concerns, we encourage families to act early. This may include speaking with the child's pediatrician or requesting a formal developmental screening.

Our center is committed to partnering with families by sharing observations, making referrals to outside professionals when needed, and offering opportunities for teachers and families to meet and discuss a child's development.

Healthy Center Standards

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.
2. A child needs more care than teachers and staff can give while still caring for other children.
3. The illness has a risk of spreading to others.

Sick Child Policy for Acute Illnesses

We cannot admit a child to care or allow a child to remain in care when the child is exhibiting symptoms of acute illness.

Please keep your child home if they:
- Have received a vaccine (keep home after appointment)
- Have a fever of 100 degrees or higher
- Have a cold for more than 4 days
- Have nasal discharge
- Are diagnosed with an illness
- Are within first 24 hours of antibiotic or other medication use
- Have 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 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 if your child shows signs of:
- A fever of 100 degrees or higher
- Two episodes of diarrhea within 2 hours or diarrhea that soils clothing beyond the diaper
- Vomiting
- Ongoing signs or symptoms of illness that prohibit the child from participating in activities

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.

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, or changing diapers
- After handling body fluids
- After handling soiled items such as garbage, mops, cloths, and clothing
- Whenever hands are visibly soiled
- After removing disposable gloves

Doctor's Visits

We ask that parents plan annual check-ups at the end of the day, keeping in mind that children cannot return to the center following an appointment.
If a child goes to the doctor for an illness, please provide a note from the doctor stating permission to return to care. If your child is prescribed antibiotics, they will need to be on the antibiotics for 24 hours before returning to the center.
Anytime a child recieves vaccinations, they will need to remain home following the appointment for observation.
When your child is absent for three days or longer, written permission from a parent or health practitioner is required for a child to return to a program, stating that the child is well enough to return to a regular schedule.

Medical Administration Policies

General medication, whether prescription or nonprescription, may only be administered by the Director or those staff members who have completed their Medical Administration certification. A medication authorization form should accompany any medication that is to be administered during time of care.
<u>Please complete the following form that includes:</u>
- Parental permission documented on a medication authorization form
- A licensed health practitioner has approved the administration and dosage
- Prescription medication may not be administered unless at least one dose has been given at home

Prescription medication must be labeled by the pharmacy or physician with: the child's name, date of prescription, name of medication, dosage, administration schedule, administration route, duration, and expiration date.

Supporting Healthy Child 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).

Community Resources for Reaching Developmental Milestones

Helping babies, toddlers and young children develop to their maximum potential is a team effort. As we engage in activities to help promote skill development, there may be times we may recommend a free assessment by the Maryland Infants & Toddlers Program. By initializing on the Acknowledgment Form, you acknowledge that free, family-centered support is available to any child under age three who lives in Maryland. Printed information is also available at the front desk.

Photography & Video Permission

Tender Years of Deale uses photography and video to document children's learning process and experiences as well as highlight our programs in marketing materials, the website or other media outlets. 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 shared within our community to reflect the learning process and experiences.

Screen Time / Electronic Media Policy

Program Requirements

Tender Years of Deale adheres to all applicable COMAR13A.17.09.01.E6 regulations regarding the use of technology in early childhood settings. We are committed to ensuring that technology use supports, rather than replaces, active learning, creative play, and meaningful social interaction. For children under the age of two, passive technology, including videos and screen media, will not be used during program hours. For children ages two and older, the use of technology is limited, intentional, and developmentally appropriate. Passive viewing (such as short video clips) may be incorporated only by the lead teacher and solely for the purpose of enhancing or extending a specific lesson or project topic. For instance, a lesson on animals from Australia could include asking how does a kangaroo jump, then watching a kangaroo jump in a brief clip and then having the children imitate the action.

When technology is used:

- It will be teacher-directed and interactive, not used for entertainment or convenience.
- Staff will actively engage with children by:
- Introducing the purpose of the clip and connecting it to the current lesson
- Asking questions before, during, and after viewing to promote thinking and comprehension
- Encouraging discussion, reflection, and follow-up activities related to the content

Technology will not replace hands-on learning, play-based experiences, or peer interaction.

All video content must be:

- Pre-approved by the Center Director
- Age-appropriate and aligned with the objectives in our curriculum
- Limited to a maximum of 30 minutes per week, except for occasional special events or activities, for which families will receive advance notice.

Interactive Technology Use

In addition to limited passive viewing, Tender Years of Deale may incorporate interactive video and technology as a teaching tool for children ages two and older. Interactive technology is defined as staff-guided media that requires active participation, engagement, and response from children.

Interactive video will be used to:

Reinforce concepts introduced through hands-on learning and play

Encourage movement, participation, and verbal responses (e.g., singing, repeating, answering questions)

Support different learning styles through visual and auditory engagement

When using interactive video, staff will:

- Remain actively involved throughout the experience, guiding children's participation
- Pause or stop content to ask questions, clarify ideas, and extend learning
- Encourage children to respond physically (movement, gestures) and verbally
- Connect the content directly to classroom activities before and after viewing

Interactive technology will:

- Be brief, purposeful, and developmentally appropriate
- Not replace creative play, exploration, or social interaction
- Be used as a supplement to instruction, not as a primary method of teaching

Checklist for 0- 12 months

Drop-off/ Pick up: Enter door from parking lot

Nap Time: Babies are not put on schedules, we their needs for rest and feedings.

Pick-up Time: 4:00 pm

Items Needed Daily

- Bottles
  (pre-filled and labeled Name, Formula/Breast Milk)
- Wipes Diapers
- extra clothes (4 sets)
- Diaper Creme (please label)
- Snacks such as teether biscuits
- Sippy cup (labelled with name /prefilled with water)
- Sippy cup (labelled with name /prefilled with milk)
  Bento Box will be provided for AM & PM meals



Bottles

- No Glass Bottles please
- Label each bottle with Name and note if it is Breast milk
- Food container are labeled with name will remain at the center in the child's cubby. Note if it's lunch, breakfast or to be eaten first or second.
- **All bottles, sippy cups and bento boxes are sent home for cleaning and sanitizing**.

Children who can sit upright at transitional table will eat from the bento box, gain skills with spoon and fork as needed and develop their language and social emotional skills with classmates.

Modified diets and allergies can be accommodated.
Please complete Health Forms with your pediatrician.
NO LANYARDS ARE PERMITTED FOR PACIFIERS

Items we provide:

- Crib Sheet
- Sleep Sack
- bibs
- Bento boxes

Items you may provide:

- burp cloths
- pacifiers

Checklist for Older Infants (over 12 months)

Drop-off Time:	Between 7:00 am - 9:00am (*please no arrivals after 9:00am)*
Breakfast:	We will serve upon arrival or before 8:30am
AM & PM Snack	9:15 am & 3pm (provided by parent)
Lunch Time:	served after 11:30am
Nap Time:	naps will begin after lunch is served,
Pick-up Time:	4:00pm unless pre-arranged for additional fee.

Items Needed Daily

- Wipes
- Diapers
- Diaper Creme
- Sunscreen
- Spare clothing
- Snacks for AM & PM labeled
- Bottles pre-filled (name and if breast milk)
- Sippy cups pre-filled with water or milk

Bento Boxes (provided by center, see details below)



Items we provide:

- Two Bento Boxes - one for AM & PM
- Crib Sheet
- Bibs
- Sleep Sack

Children in this age grouping will transition from crib to cot and from bottle to sippy cup over then next 6-10 months.
We can provide recommendations on sippy cups for your child.
At meal times, children gain skills serving themselves with finger foods. and we transition them to use spoon and fork.
Modified diets and allergies can be accommodated under direction of doctor.

Child Abuse & Sexual Molestation Prevention Policy

The purpose of this policy is to protect children, staff, and volunteers from abuse and sexual molestation, to establish clear reporting procedures, and to ensure compliance with all applicable state and federal laws bekidsafe.org.

Zero Tolerance Statement

TYD prohibits and has ZERO TOLERANCE for any form of child sexual abuse, molestation, or sexual misconduct. This includes acts committed by staff, volunteers, contractors, or third parties during work hours, activities, or at any time when they have access to children bekidsafe.org.

Definitions:

Child Sexual Abuse: Any sexual act involving a child, including touching of the breast, genitals, or buttocks, penetration, exploitation, or coercion.

Sexual Misconduct: Any inappropriate sexual behavior or advances toward a child, regardless of the relationship or setting bekidsafe.org.

Prevention Measures

- All staff and volunteers must complete Basic Health and Safety or an equivalent sexual abuse prevention training.
- Mandatory background checks (including fingerprinting) is required for all employees and volunteers.
- Screening of applicants for criminal history through FBI and State of Maryland.
- All staff understand clear boundaries and supervision protocols for all children.

Reporting Procedures

Who must report: All staff, volunteers, board members, and anyone with knowledge of suspected abuse must report immediately. 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.

Where to report:

To Child Protective Service: In emergencies or if a child is in immediate danger, call 911 and child protective services 410-974-8700. Reports can also be made to local law enforcement or the county child protective services 410-974-8700.

How to report:

Oral report to the Director. If the Director is unavailable, report to the next available supervisor. If no supervisor is available, contact Child Protective Services 410-974-8700 or law enforcement immediately.

Confidentiality:

Reports will be handled confidentially in accordance with state law.

Investigation and Action:

Any person found to have violated this policy will be immediately terminated, reported to authorities, and prosecuted to the fullest extent of the law. Tender Years of Deale will cooperate fully with investigations and provide necessary information to law enforcement or child protective services.

Training and Review:

This policy will be reviewed annually and updated as needed. All staff and volunteers will be trained on this policy and procedures at hire and annually

Acknowledgement

All staff and volunteers must acknowledge receipt and understanding of this policy by signing the staff handbook or a separate acknowledgment form.



Tender Years of Deale

Looking Ahead Calendar

October 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	X	X	28
29	30					

December 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	28	29	30	X	X	

January 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	X	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	X	27
28	X	30	31			

April 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					

June 2027

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

X = Center Closed

June 2027: No closures scheduled

Our Calendar
Open When Schools Are Closed

At Tender Years, we know that a school holiday is rarely a holiday for working parents. That is why our calendar is built around your work week, not the school system's. On most days when Anne Arundel County Public Schools close their doors, ours stay open — same loving teachers, same full day of care.

Tender Years Closure Dates 2026 - 2027

- Friday, July 3, 2026 — Independence Day (Observed)
- Monday, August 3 – Friday, August 7, 2026 — Summer Break (no tuition due)
- Monday, September 7, 2026 — Labor Day
- Thursday, November 26 – Friday, November 27, 2026 — Thanksgiving
- Thursday, December 24 – Friday, December 25, 2026 — Christmas Eve & Christmas Day
- Thursday, December 31, 2026 – Friday, January 1, 2027 — New Year's Eve & New Year's Day

We close December 31 and January 1 to ring in the new year with our families.

- Monday, January 18, 2027 — Martin Luther King Jr. Day
- Monday, February 15, 2027 — Presidents Day
- Friday, March 26 & Monday, March 29, 2027 — Good Friday & Easter Monday

We close only for Good Friday and Easter Monday, so your family can worship and rest together.

- Monday, May 31, 2027 — Memorial Day
- Friday July 2, 2027 - Independence Day (Observed)
- Monday, August 2 – Friday, August 6, 2027 — Summer Break
- Monday, September 6 2027 Labor Day



Busing and Transportation to Tender Years

Families whose children will be riding the Anne Arundel County Public Schools bus to or from Tender Years of Deale must complete the AACPS Exceptional Transportation Request form before busing can begin. This form must be submitted to your child's school principal (or designee) at least five school days before the requested start date — busing to a childcare provider is one of the approved reasons under AACPS policy, but the request still requires principal approval and, in most cases, final approval from the Transportation Division, so please don't wait until the last minute. You'll need to include our center's information on the form: Tender Years of Deale, LLC, 6006 Drum Point Road, Deale, MD 20751, 443-203-6325. Please note that AACPS only approves consistent daily schedules (the same days each week) — requests for occasional or alternating days will be denied. Once your request is approved, please share a copy with us so we have it on file and can confirm bus pick-up/drop-off times with your child's classroom. If you have any questions about completing the form, reach out to your child's school first, since they process and forward these requests to the Transportation Division.

Special School Age Camps in 2026 - 2027

Turkey Camp — November 23 & 24, 2026

While AACPS takes the whole week off for Thanksgiving, Cedar Grove Church will host Turkey Camp on Monday and Tuesday! Two full days of harvest crafts, gratitude activities, Bible stories, and plenty of fun for our school-age friends. Your child spends the days before the holiday making memories and thanksgiving keepsakes; you finish your workweek in peace. Spots fill quickly, so reserve your child's place early.

Christmas Club — December 28 through 30, 2026

Did you know Christmas doesn't end on December 25? That's when it begins. While AACPS is closed for winter break and the rest of the world takes down the tree, Tender Years keeps the celebration going with Christmas Club — three full days of carols, Christmas story time, nativity crafts, and joyful play during the true season of Christmastide. Your child spends the week between Christmas and New Year's surrounded by the wonder of the season; you head back to work knowing they're safe, warm, and loved.

He Is Risen Camp — March 30 through April 2, 2027

Spring break is a wonderful week for children and a hard week for working parents. Tender Years bridges the gap with He Is Risen Camp — four full days celebrating the greatest news the world has ever heard through Scripture stories, resurrection crafts, springtime games, and outdoor play. While AACPS is closed the entire week, your child is safe, loved, and learning the true meaning of the season.

Summer Bible Adventure 2027

Mark your calendars, families — Summer Bible Adventure in partnership with Cedar Grove Church is already in the works for 2027! Each week brings a brand-new theme, hands-on activities, and Bible lessons that help our children grow in faith while having the time of their lives. Stay tuned for weekly themes, registration dates, and all the summer fun details coming soon!