



Themba Creative Early Learning Center Children's File Checklist

Date: _____

Dear _____, your child's file is missing the following documentation. Please return the attached copies by _____.
Your child _____ may not return to care after the above date if the required documentation is not available.

Documentation Needed	Missing	Update Required
Emergency Contact Form		
Updated Immunizations		
Re-Enrollment Agreement		
Lead Testing Form		
Copy of A Valid Driver's License (Parent or Guardian)		

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

Thank You for your cooperation!

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



Themba Creative Learning Center LLC

RE-ENROLLMENT AGREEMENT

TO THE PARENT: *Please read this Agreement carefully. If you have any questions or need help understanding any part of it, don't hesitate to ask the Center Director.*

This Agreement and its attachments establish your legal rights and responsibilities, as well as those of **Themba CLC**, regarding your child's participation at **Themba CLC**. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parents or legal guardians of the child enrolled at the Center, and the terms "Center" and "we" refer to **Themba CLC** and its staff members. "School day" is when the Center is open and operating.

By executing this Agreement, you _____ (parents/guardians) agree to enroll _____ (child's name), at THEMBA Creative Learning Center, and THEMBA agrees to accept your child's enrollment under the terms and conditions as stated below:

1. Program and Hours of Care

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

Please circle hours of care needed/ only 9 hours per day:

7:30-4:30 | 8:00-5:00 | 8:30-5:30 | Other _____

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

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

The fee is an additional \$50 per week if a parent needs more than 9 hrs of care.

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

Initial _____

2. Payment

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



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

- B. Tuition - Tuition for your child will be \$_____ per week. Tuition will be debited from your account every Friday before 10:00 am. Weekly tuition is late and is subject to a fee of \$10.00 per day on Monday at noon.
- C. Method of Payment - All tuition payments are made through our automated payment processing, Tuition Express (See forms Attached). Your payment may be processed through a credit card or bank draft. No other payment methods are accepted. If an automated payment is returned unpaid, you will owe a service fee of \$35.00 and other amounts due. All Credit Cards Payment options will incur a \$2.00/per week processing fee. If you use your Bank Account Info, It's (Free)!\

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

Initial _____

3. Late Pick-Up Penalties

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

Initial _____

4. Damage to Center Property

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

Initial _____

5. Changes in Tuition

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

Initial _____



6. Absences

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

Initial _____

7. Readmission After Illness

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

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

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

Initial _____

8. Holiday & Professional Development Closures

Themba Creative Learning Center will be closed on all federal holidays, with the following additional closures each year:

- The day before Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Winter Break (exact dates will be shared in advance)
- Spring Break (exact dates will be shared in advance)

If a federal holiday falls on a weekend, Themba may be closed the following Monday in observance.

In addition, the Center will be closed 2–3 days each year for staff professional development. These dates will be communicated in advance.

Please note: Tuition is still due in full during all closure periods.



Inclement/Emergency Closings

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

Initial _____

9. Suspension

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

Initial _____

10. Withdrawal by Parent

You must give the Center Director at least one month's written notice to withdraw your child from the Center. If you do not provide such notice, you will still be responsible for your last 30 days of tuition plus any previously unpaid balances.

Initial _____

11. Termination by Center

Immediately: The Center may terminate your child's enrollment in the Center, effective immediately if any of the following conditions arise:

- A. In the judgment of the Center Director, the child's behavior or the parent's behavior threatens the physical or mental health of other children or the staff/parents of the Center.
- B. Tuition is not paid by noon on Wednesday.
- C. The child is routinely picked up later than the Center closing time or more than thirty (30) minutes late two (2) or more times in one month.
- D. The child is ill when brought to the Center more than three (3) times within any thirty (30)--day period, or the parent fails to pick up a sick child within one hour after being notified of the sickness more than two (2) times during any six (6) month period.

Two Weeks' Notice: The Center may terminate your child's enrollment upon two (2) weeks' notice to you if any of the following conditions arise:

- A. Any of the conditions listed above has occurred, and the Center has not exercised its right to terminate enrollment immediately.



- B. In the judgment of the Center Director, the Center's program does not meet your child's developmental or Special Needs.
- C. You fail to abide by the terms of this Agreement.

_____ Initial.

12. No Cell Phone Zone For All

Themba is a no-cell phone zone! Parents, please refrain from using your cell phone at Themba during pick-up and drop-off. Teachers have minimal time to communicate with you, so please be available to chat with them about your child's day.

Initial _____

13. Fraternalizing Policy

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

Initial _____

14. Hair Beads

NO Hair Beads Policy– Due to the number of beads found on the floor and in children's mouths and noses, we have been forced to implement a NO HAIR BEADS policy for the center. Beads pose a danger to young children.

Initial _____

15. Safety

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

Initial _____

16. Parking/ No Idling/Speed Limit NEW

Please **do not park or stop** in the fire lane or around the traffic circle. All vehicles must be parked in designated parking spaces to ensure that other parents can exit the parking lot without delays. For everyone's safety, please drive slowly and observe the **5 mph speed limit** at all times. Failure to follow these guidelines may result in **suspension of parking privileges**.

Initial _____



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

Initial _____

17. No Admittance after 10:00 am

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

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

Initial _____

18. Field Trip Participation

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

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

No alternate care will be provided for any child who will not attend the trip(only about three—and four-year-old children); infants under two are not expected to participate without a parent due to their age.

Initial _____

19. Child Custody

Child Custody/Separation/Divorce/Other Personal Issues Issues relating to child custody, separation, divorce, or other personal issues are between the parties involved and should not affect the School or its personnel. The School does not enforce custody agreements or facilitate supervised visitation. Teachers and administrators need to focus on the children at the school



rather than the personal issues of the families outside. If the Administration judges that a family's situation becomes or threatens to become a problem, this is grounds for immediate termination of enrollment. While we sympathize with families wrestling with these issues, the School needs clear "all or nothing" directions regarding who can pick up children. For example, "only mom is allowed to pick up," "only dad or dad's mother are allowed to pick up," or "both parents are allowed to pick up." If there is a custody arrangement regarding different parents picking up on certain days, and the wrong parent picks up, this is an issue to be taken up with a lawyer or the Court, not the School.

A child may not return to Themba after a parent removes the child for visitation.

Initial _____

20. Publicity and Outside Consultants

We ask for your permission for your child to be photographed or captured via digital imagery or videotaped for publicity, news purposes, Website Page, Social Media, and marketing and educational purposes. Yes _____ No _____

Initial _____

21. Liability Release

THEMBA CLC maintains an insurance policy to cover its liability for injuries, losses, and damage that may occur to your child, your child's property, or your property caused by fire, theft, storm, or other causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your child, or your child's heirs and successors may have against THEMBA CLC or any successor corporation or against any officer, shareholder, employee, or agent of THEMBA CLC, or any successor corporation, for any injuries, losses, and damage to your child, your child's personal property, and your personal property to the extent that those injuries, losses, and damage are not covered by the insurance policy maintained by THEMBA CLC, or any successor corporation, or to the extent that the monetary amount of such injuries, losses, or damage exceed any amount payable under such insurance policies. You agree to be responsible for and hold harmless THEMBA CLC, any successor corporation, and any of the officers, shareholders, or directors of THEMBA CLC, or any successor corporation from and against any claims, suits, judgments, or costs that may be brought against THEMBA CLC, any successor corporation, its officers, employees, shareholders, or agents of THEMBA CLC, for the actual or alleged acts or omissions of you or your child(ren).

Certification That All Information Is Correct.

The following attachments form a part of this Enrollment Agreement. You hereby certify that you have accurately completed all the forms listed below and that you have read and agree to



abide by all provisions of the Parent Handbook. You agree to notify Themba if there is any change in the information you have supplied on the forms listed below:

- A. Deposit Acknowledgment/Receipt
- B. Developmental History Form
- C. Custody Information Form (if applicable)
- D. Emergency Contact Form
- E. Authorization to Treat a Minor Form
- F. Child Health Inventory and Immunization Record.
- G. Receipt of Parent Manual
- H. Government Issued ID
- I. Tuition Express

Initial _____

22. Severability/Unenforced Terms Not Waived

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

Initial _____

Parent's or Guardian's Signature

Date

Parent's or Guardian's Signature

Date

Center Director's/Assistant Director's Signature

Date

CAFCP Enrollment: Yes: ___ No: ___

Meals your child will receive while in care:

BK ___ LN ___ SU ___ AM Snk ___ PM Snk ___ Evng Snk ___

EMERGENCY FORM

INSTRUCTIONS TO PARENTS:

- (1) Complete all items on this side of the form. Sign and date where indicated. Please mark "N/A" if an item is not applicable.
- (2) 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.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Child's Name _____ Birth Date _____
 Last First

Enrollment Date _____ Hours & Days of Expected Attendance _____

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

Parent/Guardian Name(s)	Relationship	Contact Information		
		Email:	C:	W:
			H:	Employer:
		Email:	C:	W:
			H:	Employer:

Name of Person Authorized to Pick up Child (daily) _____
 Last First Relationship to Child

Address _____
 Street/Apt. # City State Zip Code

Any Changes/Additional Information _____

ANNUAL UPDATES

 (Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)

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

1. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

2. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

3. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

Child's Physician or Source of Health Care _____ Telephone _____

Address _____
 Street/Apt. # City State Zip Code

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

Signature of Parent/Guardian _____ Date _____

INSTRUCTIONS TO PARENT/GUARDIAN:

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

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

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

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

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

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____) _____
Telephone Number



Infants Supply List

Clothing & Bedding

- 3 sets of weather-appropriate extra clothes**
- 3 onesies and undershirts**
- 3 pairs of socks**
- 2 infant fitted crib sheets**

Personal Items

- 1 family photo**

Feeding & Hygiene

- 5 cloth bibs**
- 1 feeding bib (plastic or silicone)**
- 5 burping cloths (if needed)**
- 2 pacifiers with a holder**

Storage Supplies

- 1 small container (to store extra items)**



If bottles are glass they must be covered with silicone to prevent breaking or they must be Plastic Bottle/Sippy Cup “BPA” Free

All supplies are required and due the first day of school!



Toddler Supply List

Clothing & Bedding

- 3 sets of weather-appropriate extra clothes**
- 3 pairs of socks**
- 2 fitted crib sheets**
- 2 blanket**

Art Supplies

- 1 paint smock**

Personal Items

- 1 family photo**

Cleaning & Storage Supplies

- 1 small container (to store extra items)**



Bottles should be glass covered with a silicone sleeve to prevent breaking, or plastic baby bottles/sippy cups labeled “BPA” free

All supplies are required and due the first day of school!



Two's Supply List

Clothing & Bedding

- 3 sets of weather-appropriate extra clothes**
- 3 pairs of socks**
- 2 fitted crib sheets**
- 1 blanket**

Art Supplies

- 1 paint smock**
- 1 marble composition book**

Personal Items

- 1 family photo**
- 1 backpack for personal items**
- 1 reusable water bottle**

All supplies are required and due the first day of school!



Three's Supply List

Clothing & Bedding

- 3 sets of weather-appropriate extra clothes**
- 3 pairs of socks & underwear**
- 2 fitted crib sheets**
- 2 blanket**

Art Supplies

- 1 paint smock**
- 1 marble composition book**
- 1 plastic pencil box**
- 1 folder**

Personal Items

- 1 family photo**
- 1 backpack for personal items**
- 1 reusable water bottle**

All supplies are required and due the first day of school!



Pre K Supply List

Clothing & Bedding

- 3 sets of weather-appropriate extra clothes**
- 3 pairs of socks & underwear**
- 2 fitted crib sheets**
- 2 blanket**

Art Supplies

- 1 paint smock**
- 1 journal**
- 1 marble composition book**
- 1 plastic pencil box**
- 1 folder**

Personal Items

- 1 family photo**
- 1 backpack for personal items**
- 1 reusable water bottle**

All supplies are required and due the first day of school!

WORRIED ABOUT A BABY OR TODDLER YOU KNOW?

- Does your child have trouble participating in everyday activities like eating, dressing, and playing?
- Do you wonder if your granddaughter should be talking more?
- Does a toddler in your child care program hit, kick, bite, and cry more than you expect for children their age?
- Has your baby received a medical diagnosis that affects their growth and learning?

The Maryland Infants and Toddlers Program (MITP) can help!

MITP provides free, family-centered support for children from birth to age three. Children with medical conditions that can impact their development in the future may be eligible to receive support now. Children who are not moving, communicating, learning, interacting with others, or participating in daily activities like others of the same age may also be eligible, even if they don't have a diagnosis. A free assessment of the child's development is provided to determine if they are eligible for services.

Anyone – a parent, child care provider, doctor, grandparent, nurse, friend, or other relative – can refer a child to MITP.

Anyone can submit a referral to the Maryland Infants and Toddlers Program.

If the child lives in Maryland and hasn't turned three yet, MITP can help.

referral.mditp.org

1-800-535-0182



The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact the Agency Equity Officer, Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201-2595, 410-767-0433 voice, 410-767-0431 fax, 410-333-6442 TTY/TDD.

WE BEGIN EARLY TO FINISH STRONG



Maryland Infants and Toddlers Program

Supporting young children with developmental delays and disabilities and their families





INDIVIDUALIZED SUPPORT

The Maryland Infants and Toddlers Program (MITP) is here to help you help your child grow and learn. Infants and Toddlers Program services will:

- Build on your child's and family's strengths
- Address your goals and concerns in a way that works for your family
- Help you learn about your child's needs and the resources available to your family

The teachers, therapists, and other providers will come to you at home, at child care, at the library, or other places your family spends time. They will coach and support you to help your child participate and develop new skills. They will connect you with other resources in the community.

WORKING TOGETHER

Helping babies and toddlers develop to their maximum potential is a team effort! Families are the key to their children's growth and learning. Physicians, child care providers, nurses, social workers, and other people who work with children are also important.

Anyone who works with or knows a child and has concerns can submit a referral to the Maryland Infants and Toddlers Program. Child care providers are also required by State law to provide information to families each year about Early Intervention and to help families schedule evaluations.

NEXT STEPS

1. Visit referral.mditp.org to learn more information and to complete an online referral. You can also call 1-800-535-0182 to get contact information for your local Infants and Toddlers Program. You can make the referral over the phone if you prefer.
2. After the referral, someone from the local Infants and Toddlers program will call you. You will share information about your child's development and any concerns. An appointment for a developmental screening or evaluation will be scheduled.
3. The evaluation will take place in your home or another location if you prefer. The team will ask you questions about your child and observe how they move, communicate, and play.
4. If your child is eligible for services, you will become a part of the early intervention team. Together you will develop a plan. **All evaluations and services are provided free of charge! You give your permission for all assessments and services, and you can stop or change services at any time.**





Parent Code of Conduct

Themba Creative Learning Center

At Themba Creative Learning Center, we are committed to providing a safe, nurturing, and professional early learning environment for every child. Parents, guardians, and all visitors play a key role in creating this atmosphere. To protect the safety, dignity, and well-being of children, families, and staff, we ask that you carefully read and follow the guidelines below.

1. Dress Code

Parents and guardians set an example for children the moment they walk through our doors. For the sake of professionalism and respect, we ask that everyone enter the building in attire that is appropriate for an educational environment. The following items are not permitted inside the center: hair bonnets, shower caps, or bedroom robes; slippers or house shoes; sheer or see-through clothing; clothing with profanity, offensive graphics, or drug/alcohol references; low-cut tops or shorts/pants that expose private areas.

2. Vehicle Safety

The safety of all children begins in our parking lot. Please do not idle your car when dropping off or picking up your child. Exhaust fumes are harmful to children and staff. In addition, under no circumstance should children under the age of 13 be left unattended in vehicles for any period of time. Even a "quick minute" poses a serious safety risk and is strictly prohibited.

3. Prohibited Substances and Odors

The presence of heavy or strong odors of marijuana, alcohol, or other substances on clothing or belongings is not acceptable on our premises. Our school is a place for children to learn, grow, and feel safe. Arriving with these odors creates an unprofessional and unsafe environment. Families who arrive in violation of this policy may be asked to leave the building until the matter is addressed.

4. Cell Phone Free Zone

Drop-off and pick-up are important moments of transition for children. Parents and guardians are expected to be fully present during these times. All phone calls must be ended before entering the building. Cell phone use is not permitted while signing children in or out. Being present allows you to greet your child, engage in brief but meaningful conversations with their teacher, and model positive social interactions. This policy also ensures that children do not overhear adult conversations that may include inappropriate topics or language.

5. Respectful Communication and Conduct

We expect all interactions between families, staff, and other parents to be respectful and courteous. Aggression, intimidation, profanity, or harassment of any kind toward staff or other families will not be tolerated. If you have a concern, please bring it to administration privately and calmly. Teachers and staff are here to support your child; disagreements should always be handled professionally.

6. Professional and Modest Behavior

Our center is a professional educational institution, not just a childcare setting. We ask parents and guardians to govern themselves with modesty and professionalism while in the building. This includes treating all staff members with courtesy, avoiding disruptive behavior and modeling the same positive values we teach your children.

7. Confidentiality and Privacy

To protect the safety and privacy of all families: Parents may not take photographs or videos of children other than their own without prior written permission. Conversations, documents or information regarding other children, families, or staff members must be kept confidential.

8. Authorized Pick-Up

The safety of children is our top priority. For this reason, strict pick-up procedures are in place: Only individuals listed on your child's authorized pick-up form may remove your child from the center. A valid photo ID will be required from anyone picking up a child. For safety reasons, staff may ask for identification multiple times, even from those who have picked up before. This procedure is not a personal attack or mistrust of families. It is a non-negotiable safety policy designed to ensure the protection of every child in our care. All individuals authorized to pick up a child must also follow this Parent Code of Conduct. Respectful communication with staff is expected at all times, including when identification is requested. Failure to comply with identification requests or with conduct expectations may result in denial of pick-up until the matter is resolved with administration.

9. Timely Pick-Up

We value your time and our staff's time. All children must be picked up promptly according to your contracted schedule. Repeated late pick-ups place stress on staff and disrupt children's routines. Late pick-up fees will be enforced, and habitual lateness may result in a conference with administration.

10. Health and Safety Compliance

To protect all children in our care, families must comply with all health and safety regulations: Children who are ill must remain at home cleared according to our health policy. Parents must follow all guidelines outlined by the Maryland State Department of Education (MSDE, and Themba Creative Learning Center regarding immunizations, medical forms, and illness policies. This ensures that our environment remains safe and healthy for every child

Acknowledgment

By enrolling your child at Themba Creative Learning Center, you agree to abide by this Parent Code of Conduct. We appreciate your cooperation in upholding the standards that keep our



Parent Code of Conduct Themba Creative Learning Center

school safe, professional, and welcoming. Failure to comply may result in a meeting with administration and, in serious cases, termination of childcare services.

Child's Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____