

Themba Creative 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
Enrollment Agreement		
Emergency Contact Form		
Immunization Record		
Health Inventory 1&2		
Blood Lead Testing Form		
Receipt of Parent Manual		
Copy of A Valid Driver's License (Parent or Guardian)		
Parent Guide to Regulated Child Care		
Discipline Policy		
Automatic Payment Agreement		
New Parent Orientation Checklist		
Headlines from Home		
Parent Code of Conduct		
Authorization to Treat a Minor		

Thank You for your cooperation!

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



Themba Creative Learning Center

ENROLLMENT AGREEMENT

TO THE PARENT: *Please read this Agreement carefully. If you do not understand any part of it, feel free to ask the Center Director about it.*

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

By executing this Agreement, you _____ (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 _____

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

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.

Each September, all families are required to complete the re-enrollment process and pay the associated fee of \$60. During this time, you will be asked to update your current documents, including health forms, emergency contact information, and the re-enrollment agreement for the upcoming school year.



This process is **mandatory for all enrolled families** to secure your child's placement for the upcoming school year.

Initial _____

2. Payment

- A. Registration Fee - A non-refundable Registration Fee of \$150 per child is due and payable on the date of the orientation. Registration is renewed annually by August 1st for September enrollment.
- B. Enrollment Deposit - A two-week deposit is used to hold a spot once a space becomes available in the assigned classroom. The Deposit will go towards the first two weeks of care.
- C. Tuition - Tuition for your child will be \$ _____ per week. Weekly tuition is due each Friday before 10:00 am. If Weekly tuition is late, there will be a \$10.00 per day fee after noon on Monday.
- D. Method of Payment - All tuition payments are made through our automated payment processing, Tuition Express (See forms Attached). Your payment processing may be set up through 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 in addition to 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.

Medical Documentation: All required medical documentation must be completed using the most recent state-licensed forms. Documents provided directly from a healthcare provider will not be accepted.

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 Creative Learning Center generally follows Prince George's County Public Schools (PGCPS) for inclement weather closures and delays. However, **the Director reserves the right to override PGCPS decisions** based on weather, safety, or operational needs.

Emergency closures initiated by the Director may occur at any time to protect the health and safety of our children, families, and staff.

Closure and delay notifications will be sent through **Procare, text alerts, email, and Facebook**. Families may also check local news stations for updates.

Please Note: Tuition remains due during all emergency and inclement weather closures.

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. Fraternizing 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. Classroom Access & Drop-Off/Pick-Up Expectations NEW

To help maintain a safe, clean, and distraction-free learning environment, only enrolled children and authorized adults are permitted in the classrooms. Children under the age of 18 who are not enrolled at Themba Creative Learning Center are not allowed in the classrooms.

During drop-off and pick-up, we ask that parents and guardians keep classroom visits brief. If you need to speak with your child's teacher, please schedule a meeting or a call during planning so they can give you their full attention without disrupting the classroom.

Initial _____

19. 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 _____

20. Summer Dress Code & Water Play Requirements NEW

During the summer months, children are not required to wear school uniforms. Summer dress dates will be announced prior to the start of the season.

Children should wear comfortable, weather-appropriate clothing and closed-toe shoes that are securely strapped to the foot. Flip-flops, slides, open-toe sandals, and loose-fitting footwear are not permitted.

On scheduled Water Play Days, children must wear appropriate swimwear. Girls are required to wear one-piece swimsuits. Children must also bring a labeled towel, a change of clothes (including underwear), and water shoes. Sneakers, flip-flops, sandals, Crocs, and other non-water shoes are not permitted during water play.

Children without the required Water Play Day attire may be unable to participate in water activities.

Initial _____

21. 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 _____

22. 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 _____

23. 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. Automatic Payment Agreement

Initial _____

24. Severability/Unenforced Terms Not Waived

If any term of this Agreement is declared invalid or unenforceable, it will be severed, and all other terms will remain effective. 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

Themba CLC Discipline & Positive Guidance Procedures

Professionals who work with young children expect to be met with challenging behavior from time to time. During the first five years of life, children are just beginning to learn how to handle their own intense emotions and conform to the behavioral expectations of society. As parents know, this is a lengthy process. It is also a central aspect of children's social and emotional development that can be guided using strategies based on research into early brain development.

All staff at Themba will receive training before working with children, which will continue every two years. If an employee is suspected of violating this discipline policy, the person will be suspended/terminated. Child Protective Services (CPS) and the Office of Childcare will independently investigate the allegations.

In early care and education setting, we define challenging behavior as any behavior that:

- interferes with children's learning, development, and success at play;
- is harmful to the child, other children, or adults;
- puts a child at high risk for later social problems or school failure.

The behavior can be direct (e.g., hitting, pushing, biting, kicking) or indirect (e.g., teasing, ignoring rules or instructions, excluding others, name-calling, destroying objects, or having temper tantrums).

Themba's staff sees working with children's challenging behavior as integral to our job. The root meaning of the word discipline is "instruction" or "training." This meaning, rather than punishment, is the foundation for our approach to guiding children's behavior. We accept that young children sometimes display emotions or try to achieve their goals unproductively or immaturely. That is simply part of being very young. Children's most valuable learning occurs during behavioral problem-solving, especially in groups. The approaches we use vary by age group but have the following elements in common:

- **Adults model positive behavior** -- We show that we can accept, control, and express feelings in direct and non-aggressive ways. We let children know we are not afraid of their intense emotions and will not punish, threaten, or withdraw from them.
- **Teachers design the physical environment to minimize conflict.** We provide multiple toys and materials for groups of children, clearly define classroom and outdoor areas to allow for both active and quiet play, and strive to maintain an appropriately calm level of stimulation.
- **Teachers maintain age-appropriate expectations for children's behavior.** We attempt to minimize unreasonable waiting and transition times. We limit the length of large group and teacher-directed activity times according to children's developmental levels. We give children large blocks of uninterrupted time to choose their activity.
- **Teachers establish simple rules, or expectations, for the classroom community** -- Older preschool children participate in this process early in the school year. When issues arise, adults and children can reference the "Be safe, Be kind, Be respectful" guidelines as reminders about what kinds of behavior facilitate life in a group setting.
- **Adults closely observe and supervise children's activities and social interactions.**



With our high ratio of adults to children and our emphasis on attentive observation, we can often intervene to guide children before situations escalate.

- **Adults help children verbalize their feelings, frustrations, and concerns** -- The staff will help children describe problems, generate possible solutions, and think through the logical consequences of their actions. Babies will hear their caregivers describe actions, problems, solutions, and logical consequences. The adult role is to be a helper in positive problem-solving. We want children to value cooperation and teamwork. We help them to learn peaceful, productive approaches to interacting with peers.
- **Children whose behavior endangers others will be supervised away from other children** -- This is not the same as the practice of using a "time out" (the traditional chair in the corner) for a child. An adult will help the child move away from a group situation. The child will then verbally process the problem with the staff member and other concerned parties. An adult will stay close to any child who is emotionally out of control and needs private time to regain composure.
- **Discipline, i.e., guidance, will always be positive, productive, and immediate when behavior is inappropriate** -- No child will be humiliated, shamed, frightened, or subjected to physical punishment or verbal or physical abuse by any staff member working at Themba. Every Teacher understands and follows our disciplinary approach and the standards of guidance and management in our Office of Child Care Licensing Regulations. We work with our families so that they also understand and employ this guidance approach.
- **If an employee suspects a teacher is violating this disciplinary policy.** The employee must immediately notify the center's director or the Office of Childcare.
- When a pattern of behavior persists that endangers self, others, or property or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services.

I _____ **acknowledge receipt of this Policy.**

Date _____



Parent Acknowledgement of Receipt of Parent Manual

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

Children Transport to and from evacuation sites in case of emergency:

In an emergency, I permit Themba to transport my child in personal vehicles to and from our designated evacuation site. I, therefore, acknowledge that I have received and read Themba's Emergency Preparedness Plan.

____ Yes ____ No

If not, how would you like your child transported?

Additionally, I would like to volunteer by helping transport children to the evaluation site during emergencies.

____ Yes ____ No

If yes, kindly provide us with your best reachable contact number

Email Address: _____

Signature of Parent(s)/Guardian(s)

Print Name

Date



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Medical Authorization to Treat a Minor

Authorization is given to any one of the following: Themba Creative Learning Centers and staff members acting as agents of Themba Creative Learning Centers

Full name of parent(s) or guardian of child _____

Address and phone number _____

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

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

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

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

Mother Employer _____
Address _____ City _____ State _____
Phone _____
Email _____

Father Employer _____
Address _____ City _____ State _____
Phone _____
Email _____

Signature of Parent _____ Date _____

Signature of Parent _____ Date _____



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FAMILY INFORMATION

Name Of Child (1) _____ DOB _____

Known allergies: _____

Medications child is taking (list):

Pediatrician Contact Information _____

Dentist Contact Information _____

Insurance Contact Information _____

Member's Name _____

Identification Number _____

Name Of Child (2) _____ DOB _____

Known allergies: _____

Medications child is taking (list):

Pediatrician Contact Information _____

Dentist Contact Information _____

Insurance Contact Information _____

Member's Name _____

Identification Number _____

Notice of Late PickUp Policy and Fees

We suggest that children be picked up a few minutes before the program ends. Children not picked up by closing time will be brought to the front office to wait for their parent(s). Be advised that during such an occurrence, **the parent will be responsible for the total assessed late pickup fee.**

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

Out of respect to our staff and their time, please make arrangements to pick up your child before the close of business. Again, be advised that if you arrive after your child's classroom end time, you will be presented with a late pick up bill assessed for the total time for your late arrival (rates below).

Late Fee Per Child: \$25.00 for up to the first 5 minutes

\$2.00 for each additional minute

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

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

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

NOTE: Refusal to pay assessed late fees or aggressive behavior towards our staff concerning your balance late fee is **strictly prohibited** and will jeopardize your child's enrollment at THEMBA.

We appreciate your understanding and commitment to this policy.

Sincerely, Management

Parent Signature: _____ Date: _____



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Headlines From Home

Child's Name: _____ Age: _____ Date: _____

Parent Name: _____ Relationship to child: _____

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

2. What are some of your child's strengths

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

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

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

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

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

Healthy & Nutritious Meals/Snack Policy

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

Meal and Food Safety Information

Meals periodically include foods that reflect the diverse cultures represented in our program. Alternative options are provided for children with allergies or dietary restrictions. Monthly menus are both displayed at the center and sent home for families.

All fruits and vegetables are thoroughly washed to reduce pesticide exposure. We use BPA-free plastics for serving and storing food and drinks.

To prevent lead exposure, we do not use pottery, and only cold water is used for drinking. Additionally, any water outlets used for drinking or cooking are run for 30 seconds before use if they have not been used in the past six hours.

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

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

Prohibited Foods

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

**** Please see birthday celebration Guidelines about prohibited foods****

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

Suggested food items are:

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

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

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

Allergy Triggers

Many children may develop food allergies at a very young age. Symptoms can range from mild to severe and may appear suddenly or develop over several hours.

Common food allergens include:

- Cow's milk
- Eggs
- Peanuts
- Tree nuts
- Fish
- Shellfish
- Wheat
- Soy

Food allergies can be **dangerous and potentially life-threatening**, especially if they affect breathing. Even a small amount of an allergen can trigger a serious reaction. Children with **asthma** are at an increased risk of severe or fatal allergic reactions.

Mild symptoms of a food allergy may include:

- Sneezing
- Itchy, watery eyes
- Stomach cramps
- Stuffy or runny nose
- Swelling
- Diarrhea
- Rash

Severe symptoms may include:

- Difficulty breathing or wheezing
- Hives (itchy, raised, blotchy rash)
- Swelling of the lips, tongue, or throat

Immediate medical attention is required if severe symptoms occur.

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



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New Parent Orientation Check List

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

Child's Name: _____ Age: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Themba Creative Learning Center LLC Infant/Toddler Individualized Plan

Sleeping Patterns: _____

Eating Patterns: _____

Changing Patterns: _____

What does your child like and dislike? _____

Please list any special requests that you would like for us to provide to your child.

Child's Name: _____

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

Shelter-In-Place Procedures

Dear Parents,

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

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

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

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

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

EMERGENCY PREPAREDNESS ITEMS

Place all items in a 2 gallon zip-lock bag

PLEASE PUT YOUR CHILD'S NAME ON ALL ITEMS

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

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

Parent Code of Conduct

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 LLC

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 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: _____



themba
CREATIVE LEARNING CENTER LLC

Mandatory Themba Uniform Policy

Ages 2-4 yrs | Monday-Friday

- ★ Navy blue dress, skirt, or bottoms (no jeans, legging, sweatpants)
- ★ Navy blue sweater (optional)
- ★ Tops Powder Blue, Navy, or White (collared)(no tee shirts)
- ★ Closed-toe, black, brown, navy blue shoes

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





SCHOOL YEAR 2026 - Center Closing Dates

2026

New Year's Day - January 1st

Winter Break Cont'd - January 2nd

Martin Luther King Jr. Birthday- January 19th

Spring Break - March 30th - April 3rd

Memorial Day- May 25th

June 5th - Graduation Early Dismissal

Juneteenth- June 19th Early Dismissal at 12

Independence Day- July 3rd

Professional Development Day- August 21st

Labor Day- September 7th

Annual Staff Retreat- October 9th Dismissal at 11am

Veterans Day- November 11th Early Dismissal at 12 pm

Thanksgiving Eve - November 25th Early Dismissal at 12 pm

Thanksgiving Day & Friday November 26th & 27th Closed

Winter Break- December 24th - January 1st



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!

For the safety of all children, plastic bags are not permitted in the center. Please ensure all of your child’s belongings fit inside their backpack or lunchbox. No plastic bags are allowed.

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!

For the safety of all children, plastic bags are not permitted in the center. Please ensure all of your child’s belongings fit inside their backpack or lunchbox. No plastic bags are allowed.

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!

For the safety of all children, plastic bags are not permitted in the center. Please ensure all of your child's belongings fit inside their backpack or lunchbox. No plastic bags are allowed.



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!

For the safety of all children, plastic bags are not permitted in the center. Please ensure all of your child's belongings fit inside their backpack or lunchbox. No plastic bags are allowed.

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 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!

For the safety of all children, plastic bags are not permitted in the center. Please ensure all of your child's belongings fit inside their backpack or lunchbox. No plastic bags are allowed.

| 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



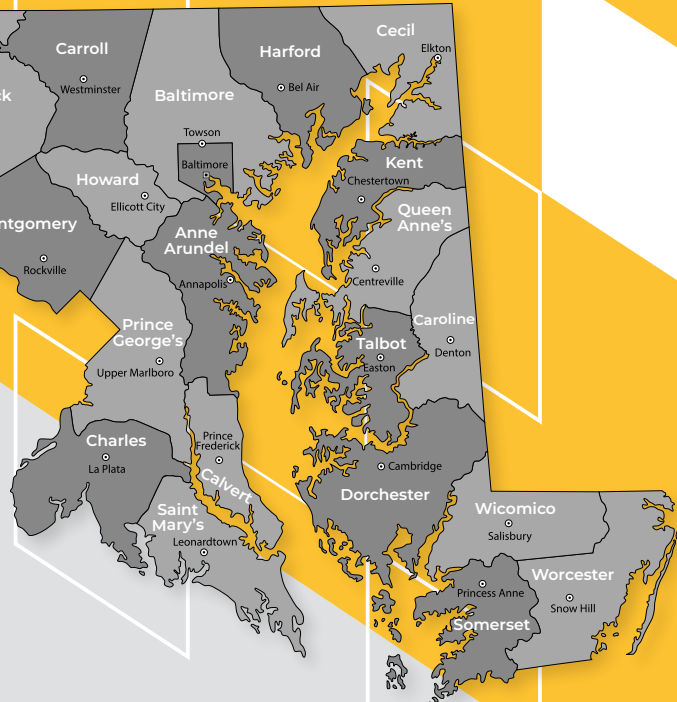


INDIVIDUALIZED SUPPORT

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.



For questions, concerns or to file a complaint contact your Regional Office

Regional Offices	Phone
Anne Arundel	410-573-9522
Baltimore City	667-354-5178
Baltimore County	410-583-6200
Prince George's	301-333-6940
Montgomery	240-314-1400
Howard	410-750-8771
Western Maryland, Allegany, Garrett & Washington	301-791-4585
Upper Shore, Kent, Dorchester, Talbot, Queen Anne's & Caroline	410-819-5801
Lower Shore, Wicomico, Somerset & Worcester	410-713-3430
Southern Maryland, Calvert, Charles & St. Mary's	301-475-3770
Harford & Cecil	410-569-2879
Frederick	301-696-9766
Carroll	410-549-6489

The Regional Offices investigate complaints to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at [CheckCCMD.org](https://www.checkccmd.org).

For additional help, you may contact the Licensing Branch Chief at 410-767-0120.

Resources

Child Care Scholarship (CCS) - Assists eligible parents and families with child care expenses
1-877-227-0125 [money4childcare.com](https://www.money4childcare.com)

Maryland EXCELS - Maryland's Quality Rating System for child care programs
[marylandexcels.org](https://www.marylandexcels.org)

Maryland Developmental Disabilities Council - Assistance with ADA issues
[md-council.org](https://www.md-council.org)

Maryland Infants and Toddlers Program - Early intervention services for young children with developmental delays and disabilities and their families
[referral.mditp.org](https://www.referral.mditp.org)

Maryland Family Network - Assists parents in locating child care
1-877-261-0060 [marylandfamilynetwork.org](https://www.marylandfamilynetwork.org)

Maryland Child - Information about child development, parenting, community resources, mental health, nutrition, literacy, and more.
[Marylandchild.org](https://www.Marylandchild.org)

Maryland State Department of Education
Division of Early Childhood
200 West Baltimore Street
10th Floor
Baltimore, MD 21201
[earlychildhood.marylandpublicschools.org](https://www.earlychildhood.marylandpublicschools.org)

Wes Moore, Governor

Mohammed Choudhury,
State Superintendent of Schools

OCC 1524 (updated June 2023)

Parent's Guide to Regulated/ Licensed Child Care



Information About Child Care Facilities



Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care;
- Taking enforcement action when necessary; and
- Partnering with community organizations and consumers to keep all children in care safe and healthy.

Regulations governing the Maryland State Department of Education (MSDE) fall under COMAR Title 13A. Regulations that govern child care facilities and other information about the Office of Child Care may be found at:

earlychildhood.marylandpublicschools.org/child-care-providers/licensing

What are the types of Child Care Facilities?

Family Child Care – care in a provider's home for up to eight (8) children with no more than two under the age of two.

Large Family Child Care – care in a provider's home for 9-12 children.

Child Care Center – non-parental care in a group setting for part of a 24 hour day.

Letter of Compliance (LOC) – care in a child care center operated by a religious organization for children who attend their school.

All facilities must meet the following requirements:

- Must obtain the approval of OCC, fire department, and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Must maintain certification in First Aid and CPR;
- Must maintain approved staff and student ratio and provide ACTIVE supervision all times when children are in care;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills, and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury, or injurious treatment.

Did You Know?

- The provider's license or registration must be posted in a conspicuous place in the facility;
- A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility without prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any and all off property activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A qualified teacher must be assigned to each group of children in a child care center;
- Staff:child ratios must be maintained at all times in child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Parents/guardians may review the public portion of a licensing file; and
- Check Child Care Maryland, CheckCCMD.org, is a resource for parents and families to use to review child care provider's license status, verified complaints, compliance history, and inspection results.

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

Family Child Care Homes

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

Child Care Centers

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

- The director and all paid center employees must complete a criminal background check and a child abuse/neglect clearance, and submit a medical evaluation.
- In each classroom, staff/child ratios and maximum group size requirements must be maintained at all times. The following table shows some basic age groupings and the applicable requirements:
- | Age Group | Ratio | Maximum Size |
|------------------|-------|--------------|
| 0 –18 months | 1:3 | 6 |
| 18 – 24 months | 1:3 | 9 |
| 2 years | 1:6 | 12 |
| 3 –4 years | 1:10 | 20 |
| 5 years or older | 1:15 | 30 |
- For every 20 children present, there must be at least one staff member who is currently certified in first aid and CPR.

Your Rights and Responsibilities as a Child Care Consumer

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

- Any complaint you make to OCC about the care your child is receiving will be promptly investigated by OCC;
- Review the public portion of the licensing file for the facility where your child is or has been enrolled, or where you are considering enrolling your child.

How Do I File a Complaint?

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

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

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

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

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

Dear Parent/Guardian:

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

Child: _____

Child: _____

Child: _____

Child: _____

I, _____, have received a copy of the consumer education brochure entitled “Parent’s Guide to Regulated Child Care.”

Date

Signature of Parent/Guardian

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

MARYLAND STATE DEPARTMENT OF EDUCATION

Office of Child Care

HEALTH INVENTORY

Information and Instructions for Parents/Guardians

REQUIRED INFORMATION

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

- **A physical examination** by a health care provider per COMAR 13A.15.03.04, 13A.16.03.04, 13A.17.03.04, and 13A.18.03.04. A Physical Examination form designated by the Maryland State Department of Education and the Maryland Department of Health shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02, 13A.17.03.02 and 13A.18.03.02).
- **Evidence of immunizations.** The immunization certification form (MDH 896) or a printed or a computer-generated immunization record form and the required immunizations must be completed before a child may attend. This form can be found at: <https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms> Select MDH 896.
- **Evidence of Blood-Lead Testing for children younger than 6 years old.** The blood-lead testing certificate (MDH 4620) or another written document signed by a Health Care Practitioner shall be used to meet this requirement. This form can be found at: <https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms> Select MDH 4620.
- **Medication Administration Authorization Forms.** If the child is receiving any medications or specialized health care services, the parent and health care provider should complete the appropriate Medication Authorization and/or Special Health Care Needs form. These forms can be found at: Select Forms OCC 1216 through OCC 1216D as appropriate. <https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms>

EXEMPTIONS

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

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

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

INSTRUCTIONS

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

If the child does not have health care insurance or access to a health care provider, or if the child requires an individualized health care plan or immunizations, contact the local Health Department. Information on how to contact the local Health Department can be found here: <https://health.maryland.gov/Pages/Home.aspx#>

The Child Care Scholarship (CCS) Program provides financial assistance with child care costs to eligible working families in Maryland. Information on how to apply for the Child Care Scholarship Program can be found here: <https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program>

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

Child's Name:			Birth date:		Sex
Last	First	Middle	Mo / Day / Yr		M ☐ F ☐
Address:					
Number	Street	Apt#	City	State	Zip
Parent/Guardian Name(s)		Relationship	Phone Number(s)		
		W:	C:	H:	
		W:	C:	H:	
Medical Care Provider		Health Care Specialist	Dental Care Provider	Health Insurance	Last Time Child Seen for
Name:		Name:	Name:	☐ Yes ☐ No	Physical Exam:
Address:		Address:	Address:	Child Care Scholarship	Dental Care:
Phone:		Phone:	Phone:	☐ Yes ☐ No	Specialist:
ASSESSMENT OF CHILD'S HEALTH - To the best of your knowledge has your child had any problem with the following? Check Yes or No and provide a comment for any YES answer.					
	Yes	No	Comments (required for any Yes answer)		
Allergies	☐	☐			
Asthma or Breathing	☐	☐			
ADHD	☐	☐			
Autism Spectrum Disorder	☐	☐			
Behavioral or Emotional	☐	☐			
Birth Defect(s)	☐	☐			
Bladder	☐	☐			
Bleeding	☐	☐			
Bowels	☐	☐			
Cerebral Palsy	☐	☐			
Communication	☐	☐			
Developmental Delay	☐	☐			
Diabetes Mellitus	☐	☐			
Ears or Deafness	☐	☐			
Eyes	☐	☐			
Feeding/Special Dietary Needs	☐	☐			
Head Injury	☐	☐			
Heart	☐	☐			
Hospitalization (When, Where, Why)	☐	☐			
Lead Poisoning/Exposure	☐	☐			
Life Threatening/Anaphylactic Reactions	☐	☐			
Limits on Physical Activity	☐	☐			
Meningitis	☐	☐			
Mobility-Assistive Devices if any	☐	☐			
Prematurity	☐	☐			
Seizures	☐	☐			
Sensory Impairment	☐	☐			
Sickle Cell Disease	☐	☐			
Speech/Language	☐	☐			
Surgery	☐	☐			
Vision	☐	☐			
Other	☐	☐			
Does your child take medication (prescription or non-prescription) at any time? and/or for ongoing health condition?					
☐ No ☐ Yes, If yes, attach the appropriate OCC 1216 form.					
Does your child receive any special treatments? (Nebulizer, EPI Pen, Insulin, Blood Sugar check, Nutrition or Behavioral Health Therapy /Counseling etc.) ☐ No ☐ Yes If yes, attach the appropriate OCC 1216 form and Individualized Treatment Plan					
Does your child require any special procedures? (Urinary Catheterization, Tube feeding, Transfer, Ostomy, Oxygen supplement, etc.)					
☐ No ☐ Yes, If yes, attach the appropriate OCC 1216 form and Individualized Treatment Plan					
I GIVE MY PERMISSION FOR THE HEALTH PRACTITIONER TO COMPLETE PART II OF THIS FORM. I UNDERSTAND IT IS FOR CONFIDENTIAL USE IN MEETING MY CHILD'S HEALTH NEEDS IN CHILD CARE.					
I ATTEST THAT INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.					
Printed Name and Signature of Parent/Guardian					Date

PART II - CHILD HEALTH ASSESSMENT
To be completed *ONLY* by Health Care Provider

Child's Name: _____ Last First Middle				Birth Date: _____ Month / Day / Year		Sex M ☐ F ☐	
1. Does the child named above have a diagnosed medical, developmental, behavioral or any other health condition? ☐ No ☐ Yes, describe: _____							
2. Does the child receive care from a Health Care Specialist/Consultant? ☐ No ☐ Yes, describe: _____							
3. Does the child have a health condition which may require EMERGENCY ACTION while he/she is in child care? (e.g., seizure, allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE and describe emergency action(s) on the emergency card. ☐ No ☐ Yes, describe: _____							
4. Health Assessment Findings							
Physical Exam	WNL	ABNL	Not Evaluated	Health Area of Concern	NO	YES	DESCRIBE
Head	☐	☐	☐	Allergies	☐	☐	
Eyes	☐	☐	☐	Asthma	☐	☐	
Ears/Nose/Throat	☐	☐	☐	Attention Deficit/Hyperactivity	☐	☐	
Dental/Mouth	☐	☐	☐	Autism Spectrum Disorder	☐	☐	
Respiratory	☐	☐	☐	Bleeding Disorder	☐	☐	
Cardiac	☐	☐	☐	Diabetes Mellitus	☐	☐	
Gastrointestinal	☐	☐	☐	Eczema/Skin issues	☐	☐	
Genitourinary	☐	☐	☐	Feeding Device/Tube	☐	☐	
Musculoskeletal/orthopedic	☐	☐	☐	Lead Exposure/Elevated Lead	☐	☐	
Neurological	☐	☐	☐	Mobility Device	☐	☐	
Endocrine	☐	☐	☐	Nutrition/Modified Diet	☐	☐	
Skin	☐	☐	☐	Physical illness/impairment	☐	☐	
Psychosocial	☐	☐	☐	Respiratory Problems	☐	☐	
Vision	☐	☐	☐	Seizures/Epilepsy	☐	☐	
Speech/Language	☐	☐	☐	Sensory Impairment	☐	☐	
Hematology	☐	☐	☐	Developmental Disorder	☐	☐	
Developmental Milestones	☐	☐	☐	Other:			
REMARKS: (Please explain any abnormal findings.) 							
5. Measurements		Date		Results/Remarks			
Tuberculosis Screening/Test, if indicated							
Blood Pressure							
Height							
Weight							
BMI % tile							
Developmental Screening							
6. Is the child on medication? ☐ No ☐ Yes, indicate medication and diagnosis: (OCC 1216 Medication Authorization Form must be completed to administer medication in child care). https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms							
7. Should there be any restriction of physical activity in child care? ☐ No ☐ Yes, specify nature and duration of restriction: _____							
8. Are there any dietary restrictions? ☐ No ☐ Yes, specify nature and duration of restriction: _____							
9. RECORD OF IMMUNIZATIONS – MDH 896 or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider or a computer generated immunization record must be provided. (This form may be obtained from: https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms Select MDH 896.)							
10. RECORD OF LEAD TESTING - MDH 4620 or other official document is required to be completed by a health care provider. (This form may be obtained from: https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms Select MDH 4620) Under Maryland law, all children younger than 6 years old who are enrolled in child care must receive a blood lead test at 12 months and 24 months of age. Two tests are required if the 1st test was done prior to 24 months of age. If a child is enrolled in child care during the period between the 1st and 2nd tests, his/her parents are required to provide evidence from their health care provider that the child received a second test after the 24 month well child visit. If the 1st test is done after 24 months of age, one test is required.							

Additional Comments: _____

Health Care Provider Name (Type or Print):	Phone Number:	Health Care Provider Signature:	Date:

CHILD'S NAME _____													
				LAST				FIRST				MI	
SEX: MALE ☐ FEMALE ☐ BIRTHDATE _____/_____/_____													
COUNTY _____				SCHOOL _____				GRADE _____					
PARENT NAME _____										PHONE NO. _____			
OR GUARDIAN ADDRESS _____										CITY _____ ZIP _____			

Dose #	DTP-DTaP-DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MCV Mo/Day/Yr	HPV Mo/Day/Yr	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	Varicella Disease Mo / Yr	COVID-19 Mo/Day/Yr
1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	DOSE #1	_____	DOSE #1
2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2	DOSE #2		DOSE #2
3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	DOSE #3	Td Mo/Day/Yr _____ _____ _____	Tdap Mo/Day/Yr _____ _____ _____	MenB Mo/Day/Yr _____ _____ _____	Other Mo/Day/Yr _____ _____ _____	
4	DOSE #4	DOSE #4	DOSE #4	DOSE #4	DOSE #4								
5	DOSE #5												

To the best of my knowledge, the vaccines listed above were administered as indicated.

1. _____

Signature
Title
Date

(Medical provider, local health department official, school official, or child care provider only)

2. _____

Signature
Title
Date

3. _____

Signature
Title
Date

Clinic / Office Name

Office Address/ Phone Number

Lines 2 and 3 are for certification of vaccines given after the initial signature.

COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS. ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.

MEDICAL CONTRAINDICATION:

Please check the appropriate box to describe the medical contraindication.

This is a: ☐ Permanent condition OR ☐ Temporary condition until ____/____/____
Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication.

Signed: _____ Date _____

 Medical Provider / LHD Official

RELIGIOUS OBJECTION:

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed: _____ Date: _____

How To Use This Form

The medical provider that gave the vaccinations may record the dates (using month/day/year) directly on this form (check marks are not acceptable) and certify them by signing the signature section. Combination vaccines should be listed individually, by each component of the vaccine. A different medical provider, local health department official, school official, or child care provider may transcribe onto this form and certify vaccination dates from any other record which has the authentication of a medical provider, health department, school, or child care service.

Only a medical provider, local health department official, school official, or child care provider may sign ‘Record of Immunization’ section of this form. This form may not be altered, changed, or modified in any way.

Notes:

1. When immunization records have been lost or destroyed, vaccination dates may be reconstructed for all vaccines except **varicella, measles, mumps, or rubella**.
2. Reconstructed dates for all vaccines must be reviewed and approved by a medical provider or local health department no later than 20 calendar days following the date the student was temporarily admitted or retained.
3. Blood test results are NOT acceptable evidence of immunity against diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
4. Blood test verification of immunity is acceptable in lieu of polio, measles, mumps, rubella, hepatitis B, or varicella vaccination dates, but **revaccination may be more expedient**.
5. History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.

Immunization Requirements

The following excerpt from the MDH Code of Maryland Regulations (COMAR) 10.06.04.03 applies to schools:

“A preschool or school principal or other person in charge of a preschool or school, public or private, may not knowingly admit a student to or retain a student in a:

- (1) Preschool program unless the student's parent or guardian has furnished evidence of age appropriate immunity against Haemophilus influenzae, type b, and pneumococcal disease;
- (2) Preschool program or kindergarten through the second grade of school unless the student's parent or guardian has furnished evidence of age-appropriate immunity against pertussis; and
- (3) Preschool program or kindergarten through the 12th grade unless the student's parent or guardian has furnished evidence of age-appropriate immunity against: (a) Tetanus; (b) Diphtheria; (c) Poliomyelitis; (d) Measles (rubeola); (e) Mumps; (f) Rubella; (g) Hepatitis B; (h) Varicella; (i) Meningitis; and (j) Tetanus-diphtheria-acellular pertussis acquired through a Tetanus-diphtheria-acellular pertussis (Tdap) vaccine.”

Please refer to the “**Minimum Vaccine Requirements for Children Enrolled in Pre-school Programs and in Schools**” to determine age-appropriate immunity for preschool through grade 12 enrollees. The minimum vaccine requirements and MDH COMAR 10.06.04.03 are available at www.health.maryland.gov. (Choose Immunization in the A-Z Index)

Age-appropriate immunization requirements for licensed childcare centers and family day care homes are based on the Department of Human Resources COMAR 13A.15.03.02 and COMAR 13A.16.03.04 G & H and the “**Age-Appropriate Immunizations Requirements for Children Enrolled in Child Care Programs**” guideline chart are available at www.health.maryland.gov. (Choose Immunization in the A-Z Index)

MARYLAND DEPARTMENT OF HEALTH BLOOD LEAD TESTING CERTIFICATE

For a copy of this form in another language, please contact the MDH Environmental Health Helpline at (866) 703-3266.

CHILD'S NAME: _____
LAST FIRST MI

SEX: MALE ☐ FEMALE ☐ BIRTHDATE: _____
MM/DD/YYYY

PARENT/GUARDIAN NAME: _____ PHONE NO.: _____

ADDRESS: _____ CITY: _____ ZIP: _____

Test Date (mm/dd/yyyy)	Type of Test (V = venous, C = capillary)	Result (µg/dL)	Comments
	Select a test type.		
	Select a test type.		
	Select a test type.		

Health care provider or school health professional or designee only: To the best of my knowledge, the blood lead tests listed above were administered as indicated. (Line 2 is for certification of blood lead tests after the initial signature.)

1. _____ Name Title	Clinic/Office Name, Address, Phone
_____ Signature Date	
2. _____ Name Title	
_____ Signature Date	

Health care provider: Complete the section below if the child's parent/guardian refuses to consent to blood lead testing due to the parent/guardian's stated bona fide religious beliefs and practices:

Lead Risk Assessment Questionnaire Screening Questions:

- Yes ☐ No ☐ 1. Does the child live in or regularly visits a house/building built before 1978?
- Yes ☐ No ☐ 2. Has the child ever lived outside the United States or recently arrived from a foreign country?
- Yes ☐ No ☐ 3. Does the child have a sibling or housemate/playmate being followed or treated for lead poisoning?
- Yes ☐ No ☐ 4. Does the child frequently put things in his/her mouth such as toys, jewelry, or keys, or eat non-food items (pica)?
- Yes ☐ No ☐ 5. Does the child have contact with an adult whose job or hobby involves exposure to lead?
- Yes ☐ No ☐ 6. Is the child exposed to products from other countries such as cosmetics, health remedies, spices, or foods?
- Yes ☐ No ☐ 7. Is the child exposed to food stored or served in leaded crystal, pottery or pewter, or made using handmade cookware?

Provider: If any responses are **YES**, I have counseled the parent/guardian on the risks of lead exposure. _____
Provider Initial

Parent/Guardian: I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any blood lead testing of my child and understand the potential impact of not testing for lead exposure as discussed with my child's health care provider.

Parent/Guardian Signature

Date

MARYLAND DEPARTMENT OF HEALTH BLOOD LEAD TESTING CERTIFICATE

For a copy of this form in another language, please contact the MDH Environmental Health Helpline at (866) 703-3266.

How To Use This Form

➔ **A health care provider may provide the parent/guardian with a copy of the child's blood lead testing results from ImmuNet as an alternative to completing this form (COMAR 10.11.04.05(B)).**

Maryland requires all children to be tested at the 12 and 24 month well-child visits (at 12-14 and 24-26 months old respectively), and both test results should be included on this form (see COMAR 10.11.04). If the test at the 12-month visit was missed, then the results of the test after 24 months of age is sufficient. A child who was not tested at 12 or 24 months should be tested as early as possible.

A parent/guardian and a child's health care provider should complete this form when enrolling a child in child care, pre-kindergarten, kindergarten, or first grade. Completed forms should be submitted by the parent/guardian to the Administrator of a licensed child care, public pre-kindergarten, kindergarten, or first grade program prior to entry. The child's health care provider may record the test dates and results directly on this form and certify them by signing or stamping the signature sections. A school health professional or designee may transcribe onto this form and certify test dates from any other record that has the authentication of a medical provider, health department, or school. All forms are kept on file with the child's school health record.

Frequently Asked Questions

1. Who should be tested for lead?

All children in Maryland should be tested for lead poisoning at 12 and 24 months of age.

2. What is the blood lead reference value, and how is it interpreted?

Maryland follows the [CDC blood lead reference value](#), which is 3.5 micrograms per deciliter (µg/dL). However, there is no safe level of lead in children.

3. If a capillary test (finger prick or heel prick) shows elevated blood lead levels, is a confirmatory test required?

Yes, if a capillary test shows a blood lead level of ≥ 3.5 µg/dL, a confirmatory venous sample (blood from a vein) is needed. The higher the blood lead level is on the initial capillary test, the more urgent it is to get a confirmatory venous sample. See [Table 1](#) (CDC) for the recommended schedule.

4. What kind of follow-up or case management is required if a child has a blood lead level above the CDC blood lead reference value?

Providers should refer to the CDC's Recommended Actions Based on Blood Lead Level (<https://www.cdc.gov/ncet/lead/advisory/acclpp/actions-blls.htm>).

5. What programs or resources are available to families with a child with lead exposure?

Maryland and local jurisdictions have programs for families with a child exposed to lead:

- Maryland Home Visiting Services for Children with Lead Poisoning
- Maryland Healthy Homes for Healthy Kids – no-cost program to remove lead from homes

For more information about these and other programs, call the Environmental Health Helpline at (866) 703-3266 or visit: <https://health.maryland.gov/phhp/OEHFP/EH/Pages/Lead.aspx>.

Maryland Department of the Environment Center for Childhood Lead Poisoning Prevention: <https://mde.maryland.gov/programs/LAND/LeadPoisoningPrevention/Pages/index.aspx>

Families can also contact the Mid-Atlantic Center for Children's Health & the Environment Pediatric Environmental Health Specialty Unit – Villanova University, Washington, DC.

Phone: (610) 519-3478 or Toll Free: (833) 362-2243

Website: <https://www1.villanova.edu/university/nursing/macche.html>