

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.

Each September, all families are required to complete the re-enrollment process and pay the associated fee. 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. 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.

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**.

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. Tuition Express

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

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



themba
CREATIVE LEARNING CENTER LLC

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 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: _____

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 DEPARTMENT OF HEALTH IMMUNIZATION CERTIFICATE

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.

Clinic / Office Name
 Office Address/ Phone Number

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

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/ncch/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>



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.