



**Keziah's Early Learning Academy  
PROVIDER-PARENT CHILD CARE AGREEMENT**

The Provider-Parent Child Care Agreement (the Agreement) and its attachments establish your legal rights and responsibilities and those of Keziah's Early Learning Academy regarding your child's participation. The purpose of the Agreement is to maintain a positive partnership between the parent and the provider. The following agreement is made between Keziah's Early Learning Academy and:

1. \_\_\_\_\_  
(Mother/Guardian) (Home Phone) (Cell Phone)

\_\_\_\_\_  
(Home Address)

\_\_\_\_\_  
(Employer's Name and Address) (Work Phone)

\_\_\_\_\_  
(Home e-mail) (Work e-mail)

\_\_\_\_\_  
(Father/Guardian) (Home Phone) (Cell Phone)

\_\_\_\_\_  
(Home Address)

\_\_\_\_\_  
(Employer's Name and Address) (Work Phone)

\_\_\_\_\_  
(Home e-mail) (Work-e-mail)

**FOR THE CARE OF**

\_\_\_\_\_  
(Child's Name) (Date of Birth)

**EFFECTIVE DATES**

This care will begin on \_\_\_\_\_ and end on \_\_\_\_\_ at which time the parent/guardian must sign a new agreement in order for childcare services to continue. Care shall be provided beginning \_\_\_\_\_ ending \_\_\_\_\_ on these days (Circle all that apply):  
(Hour) (Hour)

Monday Tuesday Wednesday Thursday Friday

**FINANICAL AGREEMENT**

By executing the Agreement I, \_\_\_\_\_ am enrolling my  
(Parent/Guardian)

Son/Daughter \_\_\_\_\_ Keziah’s Early Learning Academy Early Learning Academy.  
(Name of child(rend))

I agree to pay a non-refundable registration fee of \$\_\_\_\_\_ upon registering my child(rend) and I agree to pay a security deposit of \$\_\_\_\_\_ that is equal to two (2) week tuition upon registering my child. This is a onetime fee and will be applied to my child’s last week of care if no payments are delinquent and a full two (2) written notice of withdrawal is given.

I, \_\_\_\_\_ **HEREBY CERTIFY THAT I HAVE ACCURATELY (PARENT/GUARDIAN NAME) COMPLETED ALL THE FORMS LISTED AND THAT I HAVE READ, REVIEWED, UNDERSTOOD INITIALED AND AGREED TO ALL THE PROVIVISION OF THE HANDBOOK OF KEZIAH’S EARLY LEARNING ACADEMY TENDER LOVE EARLY LEARNING ACADEMY.**

INTRODUCTION \_\_\_\_\_

POLICIES AND PROCEDURES \_\_\_\_\_

FORMS \_\_\_\_\_

PHOTOGRAPHS **YES NO**

# **PARENT HANDBOOK**



## **Keziahs Early Learning Academy**

**5419 BALISTAN ROAD  
ROSEDALE, MD 21232  
(410) 391-5240**

**“Teaming with parents in the care and education of their child”**

## **WELCOME**

Welcome to Keziah's Early Learning Academy ("Provider") where all children are stars. My name is Mrs. Teresa Turner and I am a professional childcare provider licensed by the Maryland State Department of Education and Accredited by the National Association for Family Child Care.

Our hours of operation are from 6:00 to 5:30 p.m., Monday through Friday. The ages of the children eligible to participate in this program range from infants to 12 years. This is a Christian Childcare Program. Here we believe in PROVERBS 22: 6 "Train up a child in the way he should go and when they are older they will not depart from it. We will talk about the goodness of God and how this affects us every day.

Please feel free to contact me at anytime regarding your questions or concerns.

## **MISSION STATEMENT**

Our mission is to help children become academically, social, emotionally and physically prepared for entry into public/private school. Our child care program will use all academic areas to prepare your child for school readiness.

I encourage you to become an active participant in any activity or program that we offer. I believe that parents and caregivers are partners in their children's care and education.

## **PROGRAM PHILOSOPHY**

**Approach to Learning:** Children enrolled in this program are allowed to be children. Children learn through play and knowledge is obtained through explanatorily play and interaction with others, not through direct teaching. This play includes hands on activities, experiences, interaction with caring adults, curriculum materials and environment. We follow the high/scope program that is accredited by the National Association of Family Child Care, meeting all the standards of a high quality-enriching environment. The development of children consists of being able to use the five senses for stimulation and growth. By using a variety of centers, each child is able to move freely to experiment and develop a sense of independence, while establishing an understanding of their world.

## **TODDLER PRESCHOOL PROGRAM**

Keziah's Early Learning Academy is proud to offer the Maryland State department of Education "Voluntary State Curriculum". The creative curriculum is based on the belief system that children learn by doing. This system encourages children to learn through play and exploring. Daily group activities are designed to help children build skills in reading readiness, math readiness, science, social development, emotional development, physical development and cognitive skills. Some fields will be introduced as a part of the curriculum if possible along with introduction to sign language and Spanish. This age appropriate curriculum is tailed to meet the needs of young children.

## **PARENT AND COMMUNITY INVOLVEMENT**

This is an essential and mandatory part of our program. Children need to understand that learning, cooperation, cooperation, and sharing is ongoing. What better way for them to grasp that concept than to see their family, friends and people in their neighborhood working together. For this reasons I have an open door policy.

Also, in order for me to stay credential at the level that I am I need all parents or guardians to participate:

- Lending objects for units of study
- Helping your child prepare for “show and tell”
- Helping to provide treats or other items for our parties
- Sign sheet for parties and what your child will bring
- Attending any field trips we may have
- Signing in and out daily
- Story time reading
- Run copies of what is needed
- Do newsletters

### **THIS IS WHAT YOUR FEE CONSISTS OF :**

In a quality childcare setting, nutritious meals and a nurturing environment for your child are things you want. Your fees provide my income including taxes and social security. Your fees pay for a position, as well as a service. Beyond that fees pay for special childcare insurance, training food, toys equipment, and supplies, and all of the things that your child will use.

Like other self employed workers. Family childcare providers do not receive the benefits many employees take for granted. These include health/dental insurance, life insurance, retirement/pension, worker compensation, flexible time off and unemployment insurance. These benefits often amount to as much as 30% of an employee wages. Unlike other forms of self employment, family child care is very restrictive.

The state dictates the size of my business and I cannot take off for appointments or obligations without careful planning and covering for my responsibilities. To protect my rights and income, you will find that a guaranteed wage is part of my contract. To protect precious time with my family you will find late fees in this contract. Most people have a 40 hour work week. My hours consist of at least 55 hours and up and that does not include my training, preparation, bookkeeping, paperwork, shopping nor cleaning. I really do NOT want the extra fees, but it’s unfair to have families cutting into my already limited family time. I hope this gives you a better picture of the true cost of childcare.

### **EQUAL OPPORTUNITY PROVIDER**

**Non-Discrimination:** Children are enrolled in this family day care home regardless of race, color, religion, or national origin. Children are taught to recognize the uniqueness of each individual.

**Children with Special Needs:** Children with special needs are accepted on a case-by-case basis. Acceptance is based on the ability of the provider and the program to meet the children’s needs. When special needs children are enrolled an individual care plan is developed based on input from the provider, parents, and educational and health professions. All children are not conditioned to group care.

### **WHAT QUALITY CARE INVOLVES**

**Professional Development:** On-going professional development is essential for high quality care for children. Parents have chosen careers, which require professional responsibilities. My chosen career is Early Childhood Education, and I too, have professional responsibilities. On occasion, we will attend seminars, workshop and college classes which are held during the day. I will notify parents/guardians in advance and arrange for substitute care for the children. We attend the State and National Conference.

# **POLICIES AND PROCEDURES**

## **ABSENCES**

You are responsible for paying the full tuition for your child, even if your child is absent due to illness, or other causes, until you terminate the enrollment.

## **WITHDRAWAL**

You must give two weeks written notice that you are terminating the Provider-Parent Childcare Agreement (the "Agreement"), and then your enrollment deposit will go towards the last week of care.

## **DISCIPLINARY ACTIONS**

The purpose of discipline is to help children learn to be cooperative, kind, treat others as they want to be treated and develop self esteem and self control.

We will go over rules and expectations that are expected of them. Children should learn problem solving skills in which will help them become self correcting. We will use redirection to an alternate activity. If this behavior continues or the child is doing something to endanger others, themselves or destroying property. We will continue to support the child with some type of conflict resolution. Parents will be notified regarding the behavior. The parent and provider will come up with an individual behavior management plan that will be implemented. **Corporate punishment will not be permitted even at the request of the parent.**

At Keziah's Early Learning Academy Tender Love all children are involved in the rule making process this helps them in developing a sense to use redirection and reflection with problem solving which aids them to adhere to clear rules to keep self regulated

## **POLICY FOR POSITIVE BEHAVIOR PRACTICES**

Keziah's Early Learning Academy shows positive behavior practice(s) during our circle time, we discuss the rules which are on sentence strips. We read stories and also model the behavior. We also have pictograph with eye level pictures that we go over such as all eyes on teacher, share and take turns, use inside voices are some of the examples. And we demonstrate what the behavior should be.

## **FIELD TRIPS**

By signing the Agreement you are giving your child (ren) permission to go on field trips. You acknowledge that field trips involve transporting the child(ren) on public transportation, in chartered vehicles or the vehicles of Teresa Turner. Teresa Turner will have parents provide car seats for children who are required, by law, to ride in car seats. If it is determined that your child needs individual attention, the parents may be requested to attend or find alternate care. No tuition refund will be given in such cases. All field trips must be paid for in cash. Parents are now required to attend field trip or must have someone to take your place if you cannot attend.

## **OUTSIDE PLAY**

By signing the Agreement you have given your child(ren), 6 years of age or older, permission to participate in outside activities while in the hearing or sight of the provider. They will be checked on often.

## **PHOTOGRAPHS**

By circling "yes" on the Agreement you give permission for our child(ren) to be photographed for publications, news purposes, and displays in the daycare.

## **REGISTRATION FEE**

A non-refundable registration fee of \$50.00 is due and payable on the date your child's enrollment application is returned.

## **ENROLLMENT DEPOSIT**

Upon signing the Agreement, you will pay an Enrollment deposit fee equal to **2 weeks worth of tuition. The Enrollment Deposit will serve as security for the performance of your obligations under the Agreement, including non-payment of tuition and late fees.** Your enrollment deposit will go towards DAMAGES or other charges. And if you terminate the Agreement, with at least 4 weeks written notice, your

Enrollment Deposit may be credited to your last weeks' tuition. If you did not give at least FOUR weeks written notice of termination of enrollment, this Enrollment Deposit will be forfeited in full.

## **TRIAL PERIOD/PROBATION**

There will be a trial period of two weeks. If within the trial period the parent is not reasonably satisfied with the care given or if provider feels that the child is not conducive within the program, or feels it cannot provide for the needs of the child, the contract can be terminated. If termination is desired, after the trial period, a two week written notice from either party is required.

## **SUBSTITUTE CARE**

A substitute will be provided for the daycare in case of doctor's appointments. Notification, when possible, will be given to you in advance if a substitute will be with your child for a few hours. Substitutes have been approved by CCA. I WILL USE MY SUBSTITUTE FOR ONE PERSONAL DAY AND ONE VACATION DAY.

## **TERMINATION/EARLY WITHDRAWAL**

If your enrollment is terminated IMMEDIATELY your enrollment deposit will not be used for the last week of care; it will be forfeited.

### *Immediate Termination Conditions:*

1. If your child is routinely picked up from provider late or more than thirty minutes late 2 or more times in a month period.
2. If the child is ill when brought to provider and the parent fails to pick up the child within one hour after being notified more than 2 times in any thirty day period.
3. If provider cannot meet the developmental or special needs of your child after two different attempts to modify to those needs and
4. If you fail to abide by the terms of the Agreement.

## **INSURANCE**

Parents are responsible for health coverage for their child(ren).

### *Liability Release*

The "Provider" maintains an insurance policy to cover its liabilities for injuries, losses, and damages that may occur to your child, your child's property, or your property caused by fire, theft, storm, or unnatural causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your heirs, your child or your child's heirs and successors may have against "Provider" or any successor for any and all injuries, losses and damages that are not covered by the insurance policy maintained by "Provider" or any successor or to the extent that the monetary amounts of such injuries, losses or damages exceed any amount payable under such insurance policy. You agreed to be responsible for and hold harmless "Provider" or successors from and against any and all claims, suits, judgments or costs that may be brought against Provider for the actual or alleged acts of omissions of you and your child(ren).

## **DAMAGE OF PROPERTY**

You hereby agree that you will be responsible for the repair or replacement of any damaged property or equipment caused by you or your child at "Provider". Normal wear and tear is accepted.

## **PAYMENT**

Payment is to be submitted to the Provider:

\*Friday of each week, if payment is on a weekly basis.

\*Friday on the first week, if payment is bi-weekly.

\*The first Monday of each month, if payment is on a monthly basis.

**\*\*ALL COPAYS ARE DUE ON A WEEKLY OR BI-WEEKLY BASIS ONLY**

## **METHOD OF PAYMENT**

Payment may be made by personal check or cash. A receipt will be given upon request.

## **LATE PAYMENT**

All payments are due by the close of business on Monday (5:30p.m.), or there will be a charge of \$15.00 a Day for late payment fee. If payment is not made by Wednesday of the week payment is due, at drop off on that Wednesday, your child will not be accepted into care until payments, including all late fees, are made. If a period of 1 week passes without payment received, the contract will be terminated, the position filled, and the collection process will begin. You will be responsible for any cost related to collection of the childcare fees.

## **LATE FEES**

Provider closes at 5:30 p.m. A late fee of \$2.00 must be paid for each minute pass 6:30 p.m. The payment for the late fee must be paid by the next pick up day.

## **RETURN CHECK FEE**

There is a \$35.00 returned check fee. If, at any given time, the second check submitted for payment is returned. **NO MORE CHECKS WILL BE ACCEPTED, ONLY MONEY ORDERS OR CASH.** Full tuition payment, in addition to be return check fee, must be submitted in the form of cash.

## **HEALTH POLICIES/ MEDICATION ADMINISTRATION**

A Daily Health Check will be conducted by each child's teacher upon their arrival. The teacher will be checking for symptoms of illness, communicable disease, child abuse and maltreatment. Information will be documented in the Daily Health Check File. All cuts, bruises, and behavior changes (whether or not suspected abuse) will be documented. All teachers will receive training relating to recognition of signs and symptoms of illness and child abuse, administration of medication and taking temperatures and emotional and physical needs of ill children.

The provider must be informed of any and all allergies that the child has, including but exclusive to food allergies.

A sick child with a temperature of 100F, vomiting, and/or has diarrhea must stay home for at least 24 hours. Please make arrangements. If the disease or virus is contagious the child may not come back to the program unless "Provider" is provided with a doctor's note stating that the child is no longer contagious. This could be ringworms, fever, diarrhea, vomiting, body rash, sour throat, swollen glands, severe coughing, eye discharge, or nasal discharge. Only medication "Provider" will administer will be for asthma or diabetes.

Medications prescribed by a doctor will be administered to a child if the following criteria are met:

\*medication form is signed by parent/guardian

\*The name and dosage of the medication and the date and/or time of administering the medication is written on the form

\*Medication must stay in original container



\*Medication must be given directly to "Provider" or representative of "Provider". Medication may not be placed in child's diaper bag, lunch box, backpack, or any other constructive way. There must be actual delivery to "Provider" or representative of the "Provider".

Medications provided by parents that are over the counter must follow the same procedures as stated above for medications provided by a doctor. These medications include but are not limited to:

\*Creams

\*Sun Screens

\*Vaseline

All medications are to be labeled by parents and will be stored by "Provider" in a locked cabinet. A record of all medications administered to the child will be recorded in the child's personal record.

We ask that all medication be given to children at home

*Emergency Care:* In case of emergency dealing with but not limited to bone, eye, head, tooth or back. "Provider" will provide reasonable first aid. If further aid is needed, the child will be taken to the nearest emergency room. The cost of ambulance service will be assured by the parents/guardians. The parent/guardian will be contacted within a reasonable time of the incident.

**This policy must be adhered to by all. A child will not be permitted to return to care until they have been completely free of any and all symptoms for at least 24 hours. If you need to give your child a dose of Tylenol or Motrin in the morning "Just in case you're planning to bring them to daycare THEY NEED TO BE KEPT HOME!!!! If you knowingly bring a sick child to the childcare home it will be grounds for immediate termination of your childcare agreement.**

## **MEDIA POLICY**

At Keziah's Early Learning Academy we often do videos or photograph children during play time or special events or occasions and may be used for educational purposes.

No screen time for children under 2 years and older, we strive to limit screen time to no more than 30 minutes per week during childcare hours and we make sure that we work with parents to ensure that children have no more than 1-2 hours of quality screen time per day. It will only be an educational learning program that is conducive to what we are learning about in our program. The children will have access to computer tablet, or videos only schedule during schedule technology time only and they also are to be use for educational purposes. Alternative activities are available to children during these times in which they can be engage with manipulatives ,games, or some other learning materials.

We will use software designed specifically for age appropriate use. No child has access to the internet unless monitored by the staff of the " provider ". Also when screens are in use staff must ask questions about what the child is learning, also we will assure that the content is appropriate for the age in which it is intended for.

## **ASSESSMENTS**

Child assessment is the process of observing, recording, and documenting what children do and how they do it as a basis for a variety of educational decisions. In our child care setting, staff observes children, write anecdotal notes, take pictures of children involved in an activity, sometimes ask them to perform a specific task, and talk with the child to gain

knowledge of their abilities. A portfolio is kept for each child with documentation of skills and physical evidence of accomplishments. From the results of these informal assessment strategies the staff can better plan to meet the needs of the individual child and the whole group. You may ask to see this portfolio at any time.

We have goals for children as outlined previously in this policy book, but each age level also has curriculum specific skills that are worked on. When the staff finds that a child or whole group is weak in an area, more activities will be planned to strengthen that skill. If a child seems advanced in an area, more challenging activities will be introduced.

Progress reports and conferences will be scheduled during the year. Information that we have gained from assessments will be relayed to you at those times. There will be complete confidentiality about these finds. If we feel more professional assessment may be needed the parents will be informed and together, the parents and staff will decide what steps should be taken. **Conference will be held fall, winter, spring and as needed.**

## **HOLIDAYS**

**New Years Eve**

**New Years Day**

**Presidents Day**

**Martin Luther King\***

**Good Friday**

**Easter Monday**

**Memorial Day**

**Independence Day**

**Labor Day**

**Veterans Day**

**Thanksgiving Holiday & Friday after Thanksgiving**

**Christmas Day**

## **BIRTHDAYS**

We honor all birthdays. If you would like to bring a special treat for the children please arrange this with me. You are more than welcome to participate in any activities that we may have.

## **VACATION/SICK/PERSONAL/BEREAVEMENT/TRAINING**

“Provider” will be closed for two weeks a year for vacation. All vacations are paid.

Personal Day – “Provider” will be closed in order for the provider to take 5 personal days. Noticed will be given advance.

Training Day – “Provider” will close a total of 4 days a year for Professional Development; advanced notice will be given.

Bereavement – “Provider” may close 3 paid days of bereavement for immediate family members (mother ,husband, children, and siblings). Notice will be given as soon as possible.

Sick Day – If closing due to “Provider” sickness. “Provider” will be as consistent as possible notifying parents by 6:00 a.m. as a precautionary measure. “Provider will take 6 paid sick days if needed.

## **MISCELLANOUS FEES (collection/transportation)**

All fees associated with the collection of money due “Provider”, including but limited to: any postage expense, any attorney, consultations, court cost, substitute provider wages, or delivery of private server or sheriffs dept., will be paid by the parent or legal guardian of this contract. Any processing fees and any lost wages due to closing will be paid by parent or legal guardian of this contract.

Transportation Fees: Transportation is included in all trips involving payment of an admission. There is a transportation fee for all non admission trips. Notice will be given of the non admission trips.

## **DROPPING OFF AND PICKING UP**

Parents must sign in and out children arriving and leaving “Provider” everyday. There will be a red pen to sign out with if you arrive late. Also, whom ever else you designate to drop off/pickup must show identification and must sign in and out.

## **EMERGENCY**

In the event of an emergency (fire, earthquake, etc) during child care hours, the children in care will be cared for by Mrs. Teresa and assistant. If the emergency allows the children, my assistant and I had to remain at the facility please be aware that all children will be cared for as my own child and kept safe until you the parent/guardian are unable to safely come get them. If the facility becomes unsafe to care for the children, then we will relocate to Shady Spring Elementary School or other designated places, depending on the situation. (An area evacuation for example)

## **POTTY TRAINING**

Potty Training will begin at 2 years of age or when they are mature enough to understand. It will take teamwork and consistency before they can proceed with underwear. The child(ren) must be two weeks free with no accidents or else they will resume back to pull-ups. Parents or Guardians must start this procedure preferably on your weekend’s home first. No child can wear overalls, belts, stockings or onesies in this process. Please make sure that their clothes are comfortable and easy accessible for them to go to the bathroom. You must supply pull-ups with velour that pulls from the sides. These pull-ups are better accessible if we are out and they need to be changed, we won’t have to bother with taking everything off from waist down.

## **NUTRITION**

Here at Keziah’s Early Learning Academy we provide healthy nutritious meals. The meals are carefully planned with nutritional value and it looks appealing for children to eat. We participate with the child and adult care food program and we follow all of their guidelines. Also, we will be doing some type of physical fitness exercise daily, which follows the “let’s move guidelines.

Breakfast, Lunch and snacks will be provided by “Provider”. Breakfast will be served between 7:30 a.m. and 8:30 a.m. (breakfast will not be served after 8:30 am.). Please do not send in food or drink when dropping off. If you missed breakfast please make sure your child is adequately fed to the next meal time. We have a snack at 10:00a.m.

Lunch is provided between 11:45a.m. And 12:15 p.m. Our last snack will be at 3:00 p.m. Please do not send any candy, gum or chips unless special arrangements are made by the provider.

Also when planning menu's we are monitoring salt, fat and sugar intake for all foods. If a child brings something from home we are monitoring it and if it isn't healthy we will replace it with something healthier.

## **DRESS CODE**

At Keziah's Early Learning Academy we have a mandatory policy that children are required to wear uniforms daily from September –June during our early learning program. (Summer Break your child can wear regular clothing)

- ✓ Khaki Pants | Dress or Skirt
- ✓ Red or Blue Polo top
- ✓ Oxford Shoes

Children should arrive clean and fully dressed for fun and play. The activities may be messy so I advise you not to send your child in clothing that you do not want stained or messy. Please do not send your child in pajamas unless otherwise stated. Clothing should be appropriate for the season and include outwear (coat, hat, mittens and scarves in the winter). Children should wear casual and comfortable shoes conducive to outdoor play; flips flops, slides and bare feet are not permitted. Weather permitting; we will still spend a lot of time outdoors. A complete change of clothing is necessary in the event of an accident.

## **WATER PLAY**

I have a sprinkler for summer water play and water table. I require a signed permission slip before your child(ren). Is allowed to play in the water. A swimsuit will be requested for these days.

## **COMMUNICATION**

Communication is very important to me. When I accept a new family into my business, I like to be sure that we can openly share any concerns or questions that may arise. It is important that there is a similar child care philosophy between us. I welcome any questions, feedback or discussions of any kind that are oriented towards a positive outcome for your children. Sensitive issues will be discussed in private, outside of my regular childcare hours either by telephone or conference. Conferences will be scheduled at least twice a year or you may request one earlier. You are encouraged to call me at any time or you may request one earlier. You are encouraged to call me at any time between the hours of 7:00 am. – 7:30 p.m. or 1:00 pm to 3:00 p.m. to check on your child. If you are calling during the day please be aware that I may be busy with the children and not able to spend ample time on the phone. It is best that if you do call me during the day to call during nap/quiet time. To address any issues and/or concerns please feel free to schedule an appointment. I am looking forward to a terrific relationship with you and your children. All parents are asked to give an e-mail address or you can e-mail me at [Keziah's Early Learning Academy TenderLove@g-mail.com](mailto:Keziah's Early Learning Academy TenderLove@g-mail.com) We will communicate & post daily pictures about our daily progress on Facebook and Instagram.

## **THINGS TO CONSIDER**

- Note that your child will not be released to other persons other than the parent or legal guardian unless their names appear on the signed emergency form. In case of an emergency show proper identification.
- All possible care is taken to provide a safe and healthy environment; however, children do have accidents. We are certified in CPR and first aid. In case of emergency I will tend to the child, call 911

and notify the parent/guardian. Your child will be taken to the nearest hospital which is **FRANKLIN SQUARE** if necessary.

- I am mandated reporter of suspected child abuse. Your child(ren) welfare will come first. We are required by law to report any abuse and neglect.
- Please do not pull up in front of premises with loud music (be considerate of neighbors)
- Please do not park in front of neighbor's house next to me.
- Any person picking up your child in impaired condition (in my estimation, inebriated or on any other drugs, will be encouraged to allow me to find alternate transportation. I can't legally withhold a child from a legal guardian, but if I feel the child is in danger I will not hesitate to contact authorities.
- Please check bulletin board frequently.
- Sign In and Sign Out daily.
- Please schedule all doctors' appointments in the afternoon. Children may not return.
- If you have any questions or need further clarification please call (410) 391-5240 or email me at Keziah'sacademy@gmail.com.
- The following forms must be filled out, signed, dated and returned prior to the beginning of the child's care:
  - Emergency form (1 pg front and back)
  - Health Inventory Form (1 pg front and back) & shot record
  - Provider Parent Agreement (2 pgs)
  - All about me
  - Permission form for field trips, pictures, sunscreen, outdoor water & activities
  - Dental Care
  - Child information form

## INCLUSION POLICY

Keziah's Early Learning Academy is a place where all children are designed to be inclusive, including children that have disabilities, special needs and/ or special health care needs. Our Curriculum has a variety of books, materials and also activities for the diversity of all our children and their families and the outside community. Where needed it can be adapted to initiate the inclusion of all children within the daily routine. We do not discriminate against due to any race/ religion or family background or culture.

If your child has an IEP or IFSP I ask that you please submit a copy to insure that we are doing our best to incorporate his/her goals as required in our daily lesson plans and any other agencies that need to be involve in these goals.

\_\_\_\_\_ Yes or No \_\_\_\_\_

## **LESSON PLAN PROCESS**

At Keziah's Early Learning Academy we start the developmental lesson planning process by observing each child's individual needs and look at the needs of the whole group. In our plan we also look at the individual interest, and individual levels of growth and development. This would also include this information from an IEP/ IFSP. (If provided)

The curriculum that is approved that is approved by the Maryland State Department of Education is the Healthy Beginnings from birth-3years and the Creative Curriculum 3-5 years with appropriate domains. When planning the lesson we must include structured, unstructured, creative, informative, active, quiet, indoor, individual, and group activities.

We offer a lot of opportunities for children to develop their social and emotional skills cognitive, language, and social and emotional skill and physical.

All activities in those areas should be provided daily along with choices that can lead to self independence, self confidence, and a sense of responsibility.

Also our curriculum is based upon age appropriate and is domain based and reflective upon activities that will meet the children interest, skills and address each child's developmental needs. And will include all curriculum components and problem solving.

Observation will also help with information from IFSP/IEP if provided and will help us to teach each child what they need to know for each child to transition to kindergarten successfully.

## **ADDENDUM**

Keziah's Early Learning Academy requires all parent(s) to sign a W-10 form stating how much childcare has been paid for the year.

Also, please note it is your responsibility to keep a record of the amounts you have paid while your child(ren) is attending "the Academy". You may be required to compare your totals to my totals.

## **DAILY SCHEDULE**

7:30am - Arrival Health Inspection, puzzles, Manipulatives, or get a book to read.

7:30-8:15 - Bathroom Break, Potty / Diaper Change Time, Wash Hands. Prepare Breakfast for Children to Eat

8:15-9:00 - Play with blocks, cars/trucks baby dolls, puzzles.

9:00-9:15- Circle Time Includes going over the weather, calendar, days of the week, colors, shapes ,alphabets ,numbers, and our 5 senses and Nursery Rhymes.

9:15-9:30am - Story Time / Practice sight words, Read a book together (Once a month Read Rover Library Bus Comes for a 1/2 hour.

9:30-10:15- Teacher Instruction -We will have our lesson plan for the day children will be learning how to color, write, glue on daily basics plus have an art activity. We also will have Science days.

(Children under 2 will join us or have a choice of other activities)

10:15-10:30 – Potty Time/ Diaper changes/ Washing Hands

10:30-11:00-Music Time (We put on a CD and use musical instruments at this time)

11:00- 11:30 - Outside (Gross motor activities)

11:30-12:45- Prepare for lunch, diaper changes potty time, wash hands

11:45-12:15- Lunch Time- Teaching table manners, using utensils and clear up potty time/ diaper changes, wash hands

12:15- 2:30pm- Nap Time / Rest Time

2:30-3:00pm -Potty Time/ Diaper Changes/ Washing Hands prepare for snacks

3:30- 3:45pm ( Evening meet & greet to review the day)

3:45- 5:30pm Departure Time Choice of activities inside play with manipulatives, games, dolls, ,trucks ,cars

(Outside gross motor activities balls, sand toys).

**Daily Schedule can change for the day according to the children needs and best interest**

# TUITION\*

Before and After School	\$130.00 a week
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Infant to 24 months Diapers, wipers, food Provided by the parents	\$250.00 a week
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2 to 5 years Diapers, wipers, food Provided by the parents	\$165.00 a week
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School Age 5 to 12 years ½ Day School	\$145.00 a week \$125.00 (3 days)
-----	
School Days	\$100.00 a week 75.00 (3 days) 65.00(2 days)
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Drop In Care	\$55.00 a day
-----	
Early or Late Care	\$25.00 an hour
-----	

**\*Tuition rates are subject to change. Thirty day notice will be given of such changes.**





Keziahs Early Learning Academy  
**5419 Balistan Road**  
**Rosedale, Maryland 21237**  
**(410) 391-5240**

**Teresa Turner, Director**

This contract is made between the parent(s)/guardians:

\_\_\_\_\_ Name of Parent(s)

\_\_\_\_\_ Address of Parent(s)

And name of family child care provider for the care of the following children:

1<sup>st</sup> Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

2<sup>nd</sup> Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

3<sup>rd</sup> Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**The payment for care shall be:**

Child's Name	Arrival	Departure	Days of Care					Cost Per	Co-Pay Per
			Monday	Tuesday	Wednesday	Thursday	Friday	Week	Week
	<b>am</b>	<b>pm</b>							
	<b>am</b>	<b>pm</b>							
	<b>am</b>	<b>pm</b>							

\*\*All fees are non-refundable even if your child is absent you are paying for a slot not per day care. You are required to pay the full amount weekly no exceptions. ALL LATE FEES ARE DUE IMMEDIATELY.\*\*\*

The above times and days are not flexible.

- Payment for care is due in advance of care and paid on Friday of the prior week.
- Accepted methods of payment include cash, personal check, credit card, cash app or money order
- A fee of \$35.00 will be due for each returned check. If a check is returned more than one time, future payment by check will not be accepted.
- If a payment is not made on time, a \$15.00 late fee will apply for each day that the payment is late. (If a payment is not received by the end of day on Wednesday, the child will not be able to return to care until all tuition and late fees are paid in full.
- If parent will be late picking up the child, every effort must be made to contact the provider. A late pick up fee of \$10.00 will be charged per child for the first 10 minutes. After the first 10 minutes, the late fee is \$2.00 per minute.

**Additional charges:**

A registration fee of \$50.00 plus the first week of care payment must be paid at the time registration packet is submitted. There may be other fees

**Subsidy Parents**

If you receive a child care subsidy, the parent(s) guardian is responsible for the difference between the cost of care and the amounts of the subsidy. All subsidy co-pays are due once a week or every two weeks.

**Overtime rates are as follows:**

For the purpose this contract, overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time. With advance notice by the parent and approval by the provider, the provider agrees to provide overtime care at a rate of \$10.00 per hour. Without advance notice by the parent and approval by the provider, parent(s)/guardian must pay the late fee as stated above.

**Payments during Holidays, Vacations, and Other absences:**

**Provider Holidays:** The provider will not be open for business on the following Holidays: New Year’s Day, Martin Luther King holiday, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day. There will be no reduction in tuition due to the above holidays. Parents are expected to pay for care on those holidays.

**Vacation:** The provider will take 3weeks of vacation: 1 week during the summer and 1 week between Christmas and New Years. Prior to summer vacation, 2 weeks advance notice will be given to parent(s)/guardian. Parents are expected to pay for care on those vacation days. Also, the provider will take Professional Training Day (1) per year and will have four (4) personal days if needed.

**Provider Illness:** When the provider is ill and unable to provide care, she will make every effort to provide care through use of a substitute caregiver. If a substitute cannot be provided, parents will be given as much notice as possible so that alternate care plans may be made.

**Child Absence/Family Vacation:** When a child is ill, the parents are expected to make every effort to give the provider as much notice as possible. Parents are expected to pay on child sick days, vacation days, and any other days of absence. Your payment is required to retain a placement for your child. If a child is ill or gets sick during care, parents must pick-up the child within 1 hour of notification.

**Termination Procedures:**

This contract may be terminated by the parent(s)/guardian or the provider. A 4 week notice prior to the last date of care is required. **The provider may immediately terminate this contract without any notice if payment of all tuition and fees are not made on time or if the provider feels like things aren’t working with the child or parent(s) or guardian.**

**Signature(s)**

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in the handbook). If the provider chooses not to enforce any portion of the contract, she does not give up the right to enforce any other portion of the contract. This contract may be revised at any time by the provider, if necessary.

_____	_____	_____	_____
Parent’s/Guardian name	Date	Parent’s/Guardian name	Date
_____	_____	_____	_____
Parent’s/Guardian name	Date	Parent’s/Guardian name	Date
_____	_____	_____	_____
Provider’s Name (printed)	Date	Provider’s signature	Date

***If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to this contract and agree to be bound by all financial terms.***