



Toddler U

Parent Handbook

Policies and Procedures



WE LOVE  WE LAUGH  WE LEARN

Mission Statement

Toddler U. LLC offers the opportunity for each child to develop physically, socially, and cognitively according to their individual learning style. Each child is considered unique in temperament and in rate of development. Our curriculum is planned to enhance and challenge each child's distinct individual needs, interests and abilities. We have found that activities and relationships occur in a healthy, positive and relaxed environment and our well qualified staff strive to provide personal attention, guidance and nurturing to each child.

WELCOME!

My name is Dawn Mynaugh and I am the owner and director at Toddler U. I have over 20 years experience. I am proud you have chosen to bring your child to Toddler U - a licensed by the state of Maryland Child Development Center. You'll find nothing but the best at TU, beginning with the TU facility itself. The TU classroom is a huge, colorful classroom with lots of sunshine and the outdoor space is large and offers safe and fun equipment for your child to climb, slide, ride on a roller coaster and more. The TU curriculum is MSDE-approved and features daily stimulating preschool activities as well as homework twice a week - just like the big kids!

TU also offers several enrichment classes such as bi-weekly Spanish, music, and gymnastics classes. We also offer Mad Science classes, visits from the Nature Center and we participate in the Baltimore County Read Rover Program. You'll find that Toddler U offers your child an opportunity to explore and engage in several different developmentally appropriate activities such as art experiences, indoor play, outdoor play and occasional outings.

I am confident that you'll find that Toddler U is designed to offer the best of both worlds. I provide a preschool classroom in a "home-like" environment. I look forward to sharing in your child's preschool experience. I will listen to any suggestions that you may have regarding my program; however, everyone's full cooperation is expected and essential for this program to succeed.

Please read over this handbook carefully. I'll also provide monthly newsletters so you can stay informed of all activities. If you have any questions, please feel free to ask. It is my goal to provide this information to eliminate any confusion as well as provide you with a guideline for your child's preschool experience at Toddler U. I hope this will give you a little peace of mind as you and your child embark on a new and exciting learning experience.

Sincerely,
Dawn Mynaugh

Activities and Learning

How do we learn? At TU, we learn through doing. From our purposefully prepared classroom to our special guests and field experiences, TU children learn through hands-on exploration. Our classroom invites child to explore different interest areas thoughtfully prepared to encourage skill building all while having fun and building friendships. The teachers at TU observe the children's interests and help build their lessons around those observations thereby creating a curriculum that not only meets each child's individual needs and challenges them to grow and develop new skills but is also enjoyable! Our day is structured to offer opportunities for large blocks of time for centers exploration, free play, outdoor play, large and small group activities including exploring children's literature, art and STEM activities.

Parent Conferences and Assessments

How do we know the children are learning? At TU, we pay careful attention to children's development and strive to help meet each child's developmental goals. MSDE, the Maryland State Department of Education, has provided us with the ASQ-3, the Ages and Stages

Questionnaire. Parents will be asked to complete this easy to use assessment in January and June which will serve as a basis for evaluating your child's development.

Parents will be invited to sign up for parent/teacher conferences twice a year. These one on one meetings are scheduled in 15 minute intervals. Parents will be provided two weeks notice prior to the meeting date for sign-up.

Our Daily Schedule

7:15am - Center Opens
Breakfast until 8:00am

8:00am - Interest Areas
(Books, puzzles, games,
blocks, dress-up and
dramatic play)

9:00am - Pledge of Allegiance
Circle Time
(songs, music, story time,
flannel stories, parachute &
more)

9:30am - Small Group time
(weekly curriculum, letter
work, math skills, art, & more)

10:00am - Outdoor Time
weather permitting

11:00am - Prepare for lunch
(Bathroom break,
handwashing)

Lunch until 11:45am followed
by books and educational
videos

1:00pm - 3:00pm - Quiet time

3:00pm - Snack Routine
(Bathroom break,
handwashing)

3:45 - Outdoor Play and
Afternoon Activities

4:30pm - 5:00pm
Dismissal

Our schedule is designed to give children the opportunity to engage in the materials and activities that make our program the success that it is. Our schedule is flexible but predictable because children thrive when they know what to expect.

Parent Participation

How can you help? Parents are encouraged to be active participants in their child's preschool experience. Several opportunities will be made throughout the year for parents to participate. Please keep all monthly newsletters handy for the entire month to keep track of school related activities and closings.

Photography

Photographs of the children engaged in daily TU activities and/or field trips will be taken to document the TU experience and may be posted on the TU Facebook page and/or web site. Parent(s) who DO NOT wish to provide permission for use of their child's photographs or images must submit this request in writing.

Forms and Notices

All necessary forms such as but not limited to: emergency notification cards, enrollment agreement, health records, etc. must be completed prior to your child attending Toddler U. Parents MUST submit any additional forms needed in a timely manner as well.

Child Pick-Up

NO ONE - other than the authorized persons from your list will be allowed to pick up your child from Toddler U. Additionally, I must know in advance if someone else will be picking up your child and this person must present proper identification to me, such as a pictured driver's license. Otherwise, I WILL NOT release your child to them.

Should this situation ever arise, I will attempt to reach you or another responsible person by telephone so that an alternative arrangement can be made.

Please do not ask that I deviate from this policy as I WILL NOT. This policy is in place for the safety of your child!

Early Drop-off/Late Pick-up

An additional fee of \$5.00 per 1/4 hour or portion thereof will be charged for any drop-off before 7:15 am or any pick-up after 5:00 pm unless other arrangement have been agreed upon between TU and the parents.

Attendance

Due to the nature of our program, your child's attendance and punctuality are essential. All children are expected to arrive to TU, no later than 9:00am. Your cooperation in this matter is appreciated. From time to time, appointments will arise. Please keep these to a minimum. On said days, please help your child transition into the activity their classmates are participating in with the least disruption possible.

Dress/Clothing

As long as weather permits, the children will participate in outside play. It is important to dress your child appropriately so that he/she may enjoy their outside play time. In addition, ensure that your child has a complete change of seasonally appropriate, size appropriate clothing. Label ALL articles of clothing that your child brings to Toddler U.

Diapers

For children who are still wearing diapers, parent(s) must provide enough diapers and wipes for use by their child.

Toys From Home

TU provides lots of educational and stimulating toys. Please do not allow your child to bring ANY toys from home to school except on show and tell days. TU cannot be responsible for toys from home. If your child brings a TU owned toy home, please return it promptly so that all the TU children may enjoy it.

Food From Home

Please do not bring any food from home unless it is a holiday or birthday.

Birthdays

Parents are welcome to celebrate their child's birthday at TU. Parents may bring in activities, food and/or lunch for the TU gang for a few hours in the morning. Please inform TU of your plans in advance.

Field Trips/Transportation

Toddler U will provide transportation to and from outings and field trips in the TU truck. The parent(s) must provide a signed permission slip for each event. Parents must provide a car seat for their child. If the parent does not provide permission, they assume responsibility to provide alternate care as well as the regular tuition payment.

Additional parent chaperones are required for field trips. However, parent(s) do not need to attend every field trip. Consider alternating with your spouse so that they can have the experience as well. Field trips give the children a chance to expand their learning experience into the community and are a valuable part of the program. Without parent(s)' assistance, the provider will not be able to schedule field trips for the children.

Other Offsite Activities:

Toddler U reserves the right to take the children on regular walks and to neighboring play facilities when weather permits.



Payments and Late Payments

Tuition fees are to be paid every Friday afternoon for the following weeks attendance. You will be under contract for your weekly rate and any additional attendance costs will be billed accordingly.

Full time tuition for children age 2 or older and not yet fully potty trained is \$325 per week. Tuition for fully potty trained children ages 3 and up is \$300 per week. Part time tuition (less than 4 days per week) is \$80 per day for children age 2 or older and not yet fully potty trained. Part time fully potty trained children age 3 and up are \$70 per day.

There will be a \$25.00 late fee for each day that the payment has not been paid as scheduled.

A service charge of \$50.00 will be charged if your check is returned for any reason. In the event a check is returned for any reason, all subsequent payments must be made in cash.

Deposit

A non-refundable deposit in the amount of one week security deposit shall be required to hold a spot for your child at TU. This deposit shall applied to your child's first week of service.

Spots may be held for an extended period of time with a one week non-refundable deposit. However, if the parent (s) decide not to enroll in TU, they must provide written notice 90 days prior to the child's date of enrollment. If 90 days notice is not provided or the parent(s) decide not to enroll in TU within 90 days prior to the child's date of enrollment, the parent(s) are responsible for an additional 30 days of tuition.

Provider's Illness and Vacation

If I am not available due to an illness and/or emergency, I will notify you as soon as possible so that you may make other child care arrangements for that day. Any sick time that I use shall be deducted from my yearly personal leave accrual.

I shall receive two (2) weeks of paid vacation. I shall receive seven (7) days of paid personal leave every year.

Holidays

Toddler U will recognize the following holidays and will be closed. Full payment will be required.

New Year's Day	Memorial Day	Day After Thanksgiving
Day After New Year's Day	Independence Day (July 4th holiday)	Christmas Eve
President's Day	Labor Day	Christmas Day
Good Friday	Columbus Day	December 26 - December 30
Easter Monday	Day Before Thanksgiving	New Year's Eve
	Thanksgiving Day	



Medicine

Under Maryland State Law, no medication can be administered to your child unless a Physician's Medication Form accompanies it. This includes prescription and non-prescription medications. Your child's name, the date and instructions for its use must be on the label and the medication must be in its original container.

You must give your child's first dose of medication prior to their arrival at TU.

Please bring your child's medicine in a bag and ensure that the bag has been clearly marked with the following: your child's name, the time the medication should be administered, the amount of medication to be given and where the medication needs to be stored.

First Aid/Medical Treatment

The staff of TU will administer first aid and/or obtain medical treatment in the event of any emergency and/or injury to the child. The parents agree to pay all expenses incurred for such medical treatment and to hold TU and its staff harmless from any and all liability relating to such medical treatment.

Pets in the Home:

The owners of TU have both cats and dogs in the residence that are routinely secured in the home, away from the children during school hours.

Child's Illness and Vacation

To make sure illness does not spread to other children, sick children may not be brought to school. When the parent keeps the child at home please inform the provider via telephone as soon as possible. Per Health Department regulations, no child may be admitted with the following symptoms:

- Rash
- fever (99 degrees or higher)
- colored discharge from nose
- discharge from eyes and/or ears
- diarrhea
- hacking cough
- vomiting
- or any other communicable disease.

Full payment is required for your child's sick days and vacation days.



Inclement Weather Days and Emergency Closures

Full payment is required for closure due to inclement weather or other emergency including but not limited to snow days, power outages, loss of water, or other unforeseen emergencies that makes operation of TU unsafe. TU follows the Baltimore County School System Snow Policies. In terms of early closure due to inclement weather, TU will attempt to stay open for the remainder of the day. However, TU reserves the right to close early should weather or emergency conditions warrant.

School Age Children

If your school age child has off from school for any holiday or snow days and you wish to enroll them in TU for the day, please notify me as soon as possible as there are a limited number of spaces available. There will be an additional charge of \$45.00 per child per day, which will be added to your regular weekly fee.

Special Needs

At TU, we accept children of all abilities and special health care needs. Please provide information regarding your child's needs with your child's Health Inventory at the time of enrollment. This will not be used to determine your child's admission to TU but will allow TU to best prepare for and evaluate our ability to meet your child's needs. At TU, we strive to accommodate your children's needs and will consider all reasonable requests.

Discipline and Behavior

Our discipline policy is focused on safety - the safety of your child, other children, and the staff and structures at TU. Children's misbehavior will be viewed as a mis-guided attempt to ask for help in the child's current situation. Typically, children will be given two positive choices. By providing choices, the children feel empowered in the situation. Teachers will then provide the feedback the child needs to develop the missing skill that made the particular situation/encounter difficult to manage.

First and foremost, safety is number one. Re-direction will be used to divert the child's attention or behavior to a new appropriate task. Once the child(ren) is/are safe, TU teachers will use loving guidance (discussion, modeling, and reflecting) to explain the situation to the child and give them information they need to develop self-control and problem solving skills.

Behavior expectations, rules and limits are clearly presented to the children at TU. Each child's individual needs will be assessed and the staff at TU will work diligently to assure they are able to meet the child's needs in terms of self-regulation and behavior. Each child is unique and not all strategies work with each child. However, it is our goal at TU to include the development of self-regulation and problem solving skills in our day to day curriculum.

Withdrawing Your Child

The parent must provide written notice to the provider thirty days prior to the child's final day. Parents are responsible to pay for a full 30 days even if the parent(s) withdraw the child prior to the 30th day. If the parent(s) fail to provide such written notice, the parent(s) shall be liable for the payment and should any court action be required to collect said tuition, the parent(s) will be held responsible for all reasonable attorney fees and court costs related to the collection activity.

Termination Clause

Either party may cancel this enrollment agreement without cause.

TU reserves the right to give any enrolled child 30 days notice. If TU gives your child 30 days notice, the parent(s) are responsible for 30 days payment even if the parent(s) choose to leave TU sooner. If the parent(s) fail to provide payment, the parent(s) shall be liable for the payment and should any court action be required to collect said tuition, the parent(s) will be held responsible for all reasonable attorney fees and court costs related to the collection activity.

TU reserves the right to terminate any child immediately who if at the center's discretion can not adjust to the program or can not interact safely with the other children. While instances such as this are rare, such terminations are for the well being of not only your child but the remaining children at the center.



Acknowledgement of Receipt

This handbook serves as a binding contract between TU and the parent(s) of the enrolled child(ren). Please review the information outlined in this handbook carefully. By signing below, you are agreeing to abide by all terms and policies outlined within in the handbook including but not limited to:

- A written notice of withdrawal is required 4 weeks prior to the child's/children's last day. Parent must pay the full tuition for 4 week notice period regardless of actual attendance.
- Parent acknowledges that they have been informed of and agree to pay any attorney fees and/or court costs incurred in the event of a dispute or collection activity.

Please be advised there is a 2 week trial period during which Toddler University has the right to terminate the contract without notice.

The parent handbook was issued on _____

Child's Name: _____

My child's intended date of enrollment is: _____

DEPOSIT: I have provided a non-refundable fee in the amount of _____ (one week's tuition) which will apply to my child's first week of service. If I decide not to enroll at TU, I acknowledge I will forfeit the deposit and agree to provide 90 days written notice. If I decide not to enroll within the 90 days before my child's intended date of enrollment, I am responsible for payment of an additional 30 days of tuition.

SPECIAL NEEDS: Does your child have any special needs or health care needs that require an IEP or IFSP? If so, please provide us with a copy.

I acknowledge receipt of the handbook, recognize that the handbook is a binding contract between myself and Toddler U, and agree to abide by the terms and policies outlined in the handbook.

Parent Signature

Date

Parent Signature

Date