



Parent Handbook

19616 Fisher Avenue, Ste A

Poolesville MD 20837

Phone (240) 489-3326

Phone (240) 489-3327 Fax: (240) 489-3328

admin@littlelearnerspoolesville.com

jenn.littlelearners@gmail.com

MISSION STATEMENT AND PHILOSOPHY

Little Learners Childcare Poolesville values early childhood education as the foundation for lifelong learning. We believe that each child is a unique individual and should be viewed, respected and treated as such. As the welfare and wellbeing of each child is paramount, we strive to provide holistic support of the child's exclusive requirements and interests in a nurturing, familial environment that fosters the child's development across all developmental domains.

We believe that the child develops in an orderly manner by passing through stages of development, which occur in predictable sequential fashion according to his or her physical, social, emotional and cognitive growth. We provide experiences in dramatic play, math, art, science, music, language, pre-reading and pre-writing. These experiences nurture and facilitate growth at each stage of a child's development.

Verbal skills are encouraged through group discussions and through one-on-one conversations between teacher and child and among children. These verbal activities enable children to develop the critical-thinking skills necessary to further learning. One of the teacher's roles in this process is to ask the right questions at the right time to spark the interest and desire to pursue a line of inquiry.

Partnerships with families provide us with invaluable information relating to cultural backgrounds and heritage. Our teachers strive to build relationships with families based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the children. Partnerships with families are developed through daily discussions, newsletters, and meetings. Moreover, The Little Learners' open-door policy aims to facilitate an open flow of communication while maintaining confidentiality and respect of the privacy and wishes of each family, resulting in the highest levels of customer service.

Partnerships with industry professionals assist staff development and expansion of the curriculum to meet the individual and collective needs of all children. Needs based on cultural identity, additional support education and medical interventions which all require greater individual knowledge and supported cooperative teams, assures all children are facilitated in an inclusive environment as best as possible.

Finally, children are assisted in identifying and participating in activities that will help better the larger communities and world in which they live. As a child develops from an egotistical self to one with more concern for others, the curriculum emphasizes thought and activity directed toward the other members of the community.

In pursuing these objectives, the major task and calling of the teacher is to nurture the self-esteem of each child. Children who are secure and have a strong sense of self-worth develop into whole persons, ready to tackle any future learning activity and able to give of themselves.

The mission of Little Learners Childcare Poolesville is to nurture the whole child in the areas of intellectual, physical, emotional, social and spiritual development. Our passion is to instill in each child, a love for learning as we partner with the family in building a foundation for life-long education. We are committed to providing a safe, loving, environment where children are valued and receive appropriate opportunities to learn, explore and grow.

Curriculum

LLCP curriculum is based on MSDE approved Frogstreet curriculum where we offer both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning behaviors and building on their strengths and interests. This curriculum applies the latest theory and research on best practices in teaching and learning and the content standards developed by states and professional organizations. While keeping the original environmentally based approach it clearly defines the teacher's vital role in connecting content, teaching, and learning for preschool children.

The Frogstreet Curriculum® for Preschool translates new research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on interest areas.

Staff

Lead teachers: Each of our lead teachers holds a bachelor's degree and/or 90 hours MSDE training in child care, as well as, a minimum of one year experience teaching in the classroom.

Assistant teachers/Aides: Our assistant teachers are mothers, nannies, college and high school students. Assistant teachers have completed the MSDE required childcare training and/or have experience as mothers or nannies caring for children and assisting our teachers.

Administration: Our director has a master's degree in instructional design and a bachelor's in early childhood/elementary education with many years of experience working with young children and 10 years as a director. Our owner has a master's degree in business administration and early childhood education, with 15 years of experience in Childcare.

All of our staff in the building have been fingerprinted and have had background checks and child abuse/neglect clearance with the state and federal government in compliance with the Office of Child Care for the State of Maryland. All our staff are participating in Maryland childcare credential program. Our all Lead teacher are certified for First Aid/ CPR, ADA, medical administration, emergency preparedness, SIDS, developmental screening and supporting breast feeding.

Enrollment Policy ·

Before we can take on the responsibility of caring for your child, it's necessary for you to complete and return the following forms to the center, along with the registration fee and security deposit.

- [Admission Application form](#)
- [Medication administration form](#)
- [Emergency form](#)
- [Health inventory form](#)
- [Allergy reaction form](#)
- [Asthma action form](#)
- [Child regulatory form](#)
- [Photo/video authorization form](#)
- [Tuition Express form](#)
- [Financial contract](#)

You are required to keep us informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of any of these forms, please feel free to ask.

Financial Policy

TUITION EXPRESS APPLICATION/ELECTRONIC SIGN UP

With this form, you authorize LLCP to initiate debit entries from your checking or saving account to pay tuition and/or fees. Please note that a voided check must be presented with this form. The check should have your name and address printed as proof of account ownership. If a check is not available for this account you must provide us with a letter from your bank to state the following: account owner(s), account status (active), account number, and routing number. The letter must be printed on a bank letterhead and signed by a bank representative. Electronic sign up for ACH payment does not require any paperwork. Please contact to the office for electronic sign-up.

Tuition payments on due every Friday (weekly) or every 4 weeks (monthly) prior to care. Except when Friday is a holiday, then tuition is due on Thursday. Payments made after Friday 6:00pm (close of business) will incur a \$30.00 late fee on Monday morning. Tuition deduction dates for every 4 weeks will be shared with parents. Tuition is due for each week your child is enrolled and not based on attendance.

IF PAYMENT AND LATE FEE PAYMENTS ARE NOT RENDERED MONDAY MORNING, YOUR CHILD WILL NOT BE ACCEPTED.

Little Learners Childcare Poolesville accepts all major credit cards (with a 3% surcharge) Please visit www.myprocare.com to set up your account if you choose to pay by using you credit or debit card. This website also allows parents to see all the financial transaction that they have made and will make with Little Learners.

The DSS/WPA and MSDE Scholarship program pays a portion of day care services. Even if you are granted less than 100% daycare assistance it will cover Little Learners Childcare Poolesville tuition rates, our tuition rates are below Maryland subsidy rates. You will be responsible for the difference, a Copay. Copays are due Friday prior to care. Copay will be assessed anytime there is a change in voucher. If copay is not paid, childcare will be terminated.

Tuition Rate Changing Policy

At Little Learners Childcare Poolesville, we are committed to providing high-quality early childhood education and care services to children of various age groups. We understand that as children grow and develop, their needs change, and as such, our tuition rates reflect these evolving needs. This policy outlines the tuition rates for different age groups and addresses the criteria for transitioning between rate levels.

Tuition Rates:

Infants (6 weeks to 24 months old):

The tuition rate for infants is \$420 per week.

2-Year-Olds:

The tuition rate for children that are Two (2) years of age is \$380 per week.

3-5 Years Old:

The tuition rate for children that are between the ages of 3-5, in the PreSchool or PreK classroom (Room 3 or 4) AND potty trained, is \$350 per week.

Potty Training Requirement:

To be eligible for the 3-5 Years Old tuition rate, children must be fully potty trained. Potty training is an essential milestone in a child's development, and it ensures a smooth transition to a more age-appropriate learning environment.

Non-Potty Trained 3-Year-Olds:

If a child reaches the age of 3 years old and is not yet fully potty trained, their tuition rate will remain at the 2-Year-Old rate of \$380 per week, regardless of their classroom assignment, until they achieve full potty training. We understand that each child develops at their own pace, and we are committed to supporting families through this process.

Potty Training Support:

We recognize that potty training can be a significant milestone for children and families. We will work collaboratively with parents and guardians to provide guidance, resources, and support to help children achieve full potty training as smoothly as possible.

Notification and Rate Adjustments:

Parents or guardians will be notified well in advance when a child is approaching an age transition or when they have achieved full potty training. Any rate adjustments will be made effective at the beginning of the next billing cycle following the transition.

Review and Amendment:

This tuition rate changing policy will be reviewed annually to ensure its effectiveness and relevance. We may make amendments to this policy as needed to align with evolving best practices and the needs of the children in our care.

Return Check Policy

A \$50.00 processing fee will be charged for any returned checks. After one (2) returned check, the only acceptable means of payment will be money order, cash or credit card. Failure to reconcile the returned check and fee will result to dis-enrollment of child/children.

Late Pick up Policy

Picking up a child after 6:00p.m. will result in a late fee of \$5.00 per minute. The late fee may be paid at pick up or with the next tuition. Please call if you know you will be delayed from picking up your child at the scheduled time so we may be reassured of your arrival.

Reserving Space Policy

To secure a space for less than a month, a one-week fee and \$100 Registration fee (nonrefundable) deposit will hold your child/children's space. To hold a space for more than a month, two weeks tuition per month will hold the space. This fee is nonrefundable and only applies to children not yet enrolled.

Non-Discrimination Policy

LLCP welcomes all families, regardless of, race, religion, disability, national origin, sexual orientation, gender, ancestry, marital or parental status. At Little Learners Childcare in Poolesville, we are committed to fostering an inclusive environment that values and respects the unique abilities, individual differences, and diverse needs of all children. Inclusion means inviting all children to participate in our childcare program and intentionally planning for ways to help each child be successful, regardless of their ability levels. We understand the importance of inclusion in early childhood education and are dedicated to promoting equal opportunities and rights for all children, including those with disabilities and special health care needs. Our approach is based on understanding individual needs, appreciating diversity, building skills and confidence, utilizing community resources, and fostering collaboration through partnerships with families and professionals.

Little Learners Childcare Policy on Inclusion for Children with Disabilities and Special Health Care Needs

Principles of Inclusion:

1. **Understanding Individual Needs:** We recognize that each child is unique and may have different abilities, needs, and preferences. We are committed to understanding and accommodating these individual requirements to provide an enriching learning environment for all children.
2. **Valuing and Appreciating Individual Differences:** We embrace diversity in all its forms and are committed to fostering an environment where every child is respected and celebrated for their individuality, regardless of their background, abilities, or health care needs.
3. **Building Skills and Confidence:** We strive to provide opportunities for all children to develop their skills and self-confidence. Our curriculum and teaching methods are adaptable to meet the specific developmental goals and learning styles of each child.
4. **Utilizing Community Resources:** We recognize that our community has valuable resources that can support the inclusion of children with disabilities and special health care needs. We are committed to collaborating with local organizations, professionals, and specialists to provide the best possible care and education for these children.
5. **Providing Equal Opportunities and Rights for All:** We are dedicated to upholding the principles of equal opportunity and nondiscrimination.

Every child, regardless of their abilities, deserves the same access to education, care, and services. We ensure that no child is excluded or treated unfairly based on their abilities or health care needs.

6. **Building Partnerships Through Collaboration:** We believe that successful inclusion requires active collaboration among our staff, families, and external professionals. We encourage open communication, information sharing, and partnerships to ensure that each child's unique needs are met effectively.

Implementation:

1. **Individualized Education and Care Plans:** For children with disabilities or special health care needs, we work closely with families to develop individualized education and care plans that outline specific goals and strategies to support their child's development and well-being.
2. **Qualified and Trained Staff:** Our staff receives training on inclusive practices and strategies to support children with disabilities and special healthcare needs. We may also collaborate with specialists or consultants to enhance our knowledge and skills.
3. **Accessible Facilities and Resources:** We ensure that our physical environment, materials, and resources are accessible to all children. This includes making necessary accommodations and modifications to the learning environment.
4. **Regular Assessments and Monitoring:** We regularly assess and monitor each child's progress, adjusting our strategies and support as needed to ensure their success.
5. **Collaboration with Professionals:** When necessary, we collaborate with healthcare providers, therapists, and other professionals to ensure that children receive the specialized services they require.

Review and Continual Improvement:

We are committed to a process of continual improvement in our inclusive practices. This policy will be reviewed annually to assess its effectiveness and relevance, and to ensure that it aligns with the evolving needs of the children in our care. We actively seek input from families, staff, and professionals to make improvements that promote the successful inclusion of all children in our childcare program.

Individual Education Program (IEP) and Individual Family Service plan (IFSP)

If a child shows signs of delays in learning abilities or signs of giftedness, a

meeting will be scheduled with the parents to discuss the observations and to develop an individual plan for learning as well as offer referrals to the appropriate professionals, Montgomery County Child Resource Center or the family pediatrician, for a more formal evaluation and intervention.

Resources

How do I find a program that will meet my child's needs?

Regardless of a child's ability or disability, choosing child care can be challenging for families. Children with disabilities, according to the ADA, cannot be excluded from programs solely based on their disability. It is important that families have the proper information and know the right questions to ask when looking for care for a child with special needs. Maryland Family Network offers LOCATE, www.marylandfamilynetwork.org a free service that helps families find child care based on their child's specific needs.

Little Learners Childcare Discipline Policy

The policy of Little Learners Childcare Poolesville is to guide children in a positive way by letting them know they are accepted, setting limits, and giving respect. A young child needs to feel totally and unconditionally accepted, setting limits, and giving respect. They need to know that their teacher loves them. Limits are necessary to help them learn self-control. The limits help us to live and work safely in a world with others. Teachers set these limits in the first week of school and through consistency the children learn them. Reasonable limits give children an opportunity to choose their behavior.

All children need to know they are important, respected, and loved. Discipline within the center's setting will seek to:

- Reinforce the positive behaviors of the child,
- Listen carefully to the child as they express their feelings,
- Provide choices with realistic limits, and
- Provide logical, natural consequences (as described below)

Discipline Techniques

Praise and Encouragement"- Positive, kind words that acknowledge appropriate behavior will be spoken to reinforce future practice of the desired behavior.

Modeling-Staff members seek to model positive attitudes, words, and appropriate behavior. So much of behavior is "caught than taught".

Redirection- This action is used is used to help a child move to another activity when the teacher sees a problem about to occur.

“Peace Table/ alone time”- Children sometimes need to be removed from an area to a quiet place to think about their actions. This action is taken after the teacher has spoken to the child about his/her behavior. The child sits in the calm down area to think about their actions. The child sits for 2-4 minutes depending on the age of the child. At this time, the teacher talks to the child about the inappropriate behavior better solutions to the problem

Parent Involvement- The teacher will at times communicate with the parents about the child's behavior. Working together usually helps the child want to change their inappropriate behavior.

Sending the child home- This is done only if the child is behaving in an uncontrollable manner an example would be biting or spitting more than once a day, safety concern, this is the last option when all other methods have failed.

“Parent Involvement”- The teacher will at times communicate with the parents about the child's behavior. Working together usually helps the child want to change their inappropriate behavior.

“Dismissal of a Child- The program reserves the right to dismiss any child if, after entering, his/her behavior is not acceptable or is disruptive to the total group experience, safety concern (not safe for other students or staff) or if tuition and fees have not been paid according to the financial policy.

Parent/Teacher Communication

Our mornings go by very quickly, the teachers are busy welcoming and caring for the children; therefore, we encourage parents to communicate electronically by using the “ProCare connect” instead of lengthy discussions and visiting at arrival and/or dismissal. If there is an urgent need or concern, please inform the administration and the teacher will be alerted as soon as the morning begins. Parents may request a meeting with their child's teacher at any time during the year. This can be arranged by calling the office. We will be happy to work with you to find an appropriate time for you to meet with your child’s teacher as requested.

Screen Time, Physical Activity and Nutrition Policy

Screen Time Limitations

- a) Children younger than 2 years will not have any screen time (TV viewing, video games, computer time, etc.).
- b) Children over the age of 2 years will be limited to no more than 30 minutes per day of screen time (TV viewing, video games, computer time, etc.). Programs will be educational in nature or actively engage the child(ren) in movement.

Physical Activity Standards

- a) Caregivers will interact with infants in daily physical activities that encourage active exploration of the infants' environment.
- b) Children will engage in at least 60 minutes of structured/unstructured physical activity daily.
- c) Withholding physical activity time will not be used as a form of discipline.
- d) Children will not be sedentary for more than 60 minutes at a time except when sleeping.

Nutrition

Beverages

- a) Drinking water will be freely available for children to serve themselves throughout the day.
- b) Only 1 percent milk (plain or flavored) will be served to children older than 2 years.
- c) Juice will be limited to a total of 4-6 oz. or less per day for children, and only 100 percent juice will be served.

Mealtime Environment

- a) High-calorie, low nutrition foods (cakes, cookies, chips, candy, frozen treats and other sweets) will be served infrequently, if at all.
- b) Whenever possible, staff members will dine with the children to encourage them to eat a variety of food and observe table manners.
- c) Food will not be used as a basis for discipline, reward or incentive.
- d) Children will be encouraged, but never forced, to eat.

Special Occasions

- a) For special celebrations and birthdays we will encourage parents to provide healthier options like fruits and vegetables or low-fat baked goods instead of sugary treats.

Individual Child Assessment and Conferences

All children will have an individual assessment that is maintained throughout their time in LLC. This assessment will contain observation notes, samples of work, photos, and an assessment form with individualized goals for learning.

Conferences will be held quarterly of a year to review the assessments and discuss the individualized goals set by you as well as by the class teacher. It will give you the opportunity to discuss your child's overall growth on an individualized basis.

Conferences can be requested at any time throughout the year. Inform the parents of their child's growth. Should any concerns arise throughout the year, the child's teacher will call the parents to set up a conference.

Medication Administration Policy

Little Learners Childcare Poolesville will solely administer prescription medication and over-the-counter drugs when there is a completed Medication Administration Form signed by both the parent and a doctor, Prescription medicine must be in the original bottle and labeled with the child's name, date, and dosage, the name of the medication and the doctor's name. Doses of prescription medication cannot exceed recommended dosage for any age without a doctor's written consent.

Written permission and directions from the parent are required before administering any medication. The medicine is kept in a locked container that is inaccessible to the children. Please give all medications to the teacher to ensure proper storage. Never leave medication out on the counter or in a child's diaper bag. If routine or extended periods of medication are necessary, arrangement must be with Administration.

When a child is enrolled, parents will complete forms authorizing emergency medical aid and list a minimum of one local emergency contacts other than the child's parents.

Wellness Policy

To protect the children in our center and offer excellent childcare, we need to ensure that we have policies in place addressing health and safety standards. Please help us by cooperating with the following policies for dealing with sick children in a group care setting:

- Please call the center if a child is going to be absent due to illness.
- If he or she has been diagnosed with something that may be contagious, we especially need to know so other parents can be notified. Parents will be alerted if the children have been exposed to anything contagious. In some instances, a fact sheet will be provided so parents can be prepared for what symptoms may appear, how it is treated, and what the incubation period is. Once parents are notified that the child has become ill during the day, they will be

expected to pick them up promptly. If parents cannot be reached or cannot leave work, we will need to notify the people designated to pick the child up in an emergency.

- Please keep in mind that, although a child's symptoms may subside, they may still not feel well enough to return to group care. Children who cannot fully participate in center activities should not return to care.

- Our exclusion from care is based on recommendations from the public health department, CDC guidelines, and include, but are not limited to the following:

- **Fever:** Children should be kept at home if they run a temperature of 100.4 degrees or more. They may return to care after being fever free without medication for fever reduction for at least 24 hours. Please do not medicate children to bring a fever down for them to attend. Children must be free of fever and other symptoms without medication for twenty-four (24) hours prior to return to school.

- **Vomiting:** A child who cannot hold stomach contents down, must be excluded from care until they have had normal meals and the vomiting has subsided for at least 24 hours.

- **Diarrhea:** This is defined as loose watery stools that cannot be contained. If a child has three stools in a period of 2 to 3 hours that cannot be contained in the diaper or clothing, parents will be notified. Numerous germs can be passed through feces and if it is not containable there is greater danger that it will spread, potentially infecting several children. The child may return to care once they have normal stools while eating regular meals.

- **Nose & Eye discharge:** Children who have thick, green, excessive discharge will need to be excluded from care until they have seen a doctor, and it is under control.

- **Conjunctivitis:** Commonly known as pink eye, this is a condition that is very contagious. A child whose eyes are inflamed, red, itchy or drained with mucus needs to be removed from care. They may return once the child is on medication for 24 hours and there is no further drainage.

- **Open blisters or sores/ HFM:** Any open place on a child's skin that is bleeding or oozes bodily fluid can be hazardous. The child needs to be excluded until the skin is crusted over. (Doctor note needed for return)

- **Skin rashes:** All skin rashes need to have a doctor's note indicating the child is not contagious to return to care.

- **Sore Throat:** A child who has a sore throat, especially if accompanied by fever or swollen glands should be kept at home.

A child with strep throat must have had at least 24 hours of an antibiotic to return to the center.

- **Respiratory Symptoms:** This includes difficulty in breathing, or continuous coughing to the point that the child cannot rest comfortably. Administration will give parents a copy when they are called to pick up that child. If the child is sent home one day because symptoms appear that require exclusion from care, they may not return the following day. Please understand we do not have adequate

facilities and staff to meet the needs of both the ill child and the other children in the group. Therefore, we have no choice but to exclude ill children from group care. This also serves to protect all the children and staff members in the center from contagious diseases. Your cooperation is appreciated.

COVID-19

If your child tests positive for COVID-19, they will be required to stay home for the minimum quarantine period of 5 days.

A doctor's note to return is required and a second negative test is strongly recommended.

COVID-19 Symptoms:

- Coughing
- Sneezing
- Sore throat
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain & Headache
- New loss of taste or smell

Center Disclaimer for COVID-19

LLCP is taking every reasonable precaution to limit our families' and staff's exposure to COVID-19 while on our premises. LLCP is following the Maryland State Department of Health and CDC guidelines by using reasonable mitigation strategies which include, but are not limited to:

- Separating sick children and/or employees
- Educating families and employees how to reduce the spread
- Proper building ventilation, filtration and humidity control
- Practicing proper hand hygiene
- Practicing proper respiratory hygiene
- Routine cleaning and disinfection

INCLEMENT WEATHER POLICY

In the interest of safety for our families and staff, Little Learners Childcare Poolesville will follow Montgomery County Public Schools for inclement weather closures. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters (i.e. Snow, ice ...) Little Learners Childcare Poolesville will be also notified of the decision, prior to 6:00am, in the following ways:

- Email
- Procare app

If the Center is open, but because of severe weather and/or road conditions the Administration decides to close early, families will be notified by Procare app.

CONFIDENTIALITY

Confidential and sensitive information will only be shared with employees who have a "need to know" to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, Little Learners Childcare Poolesville protects everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information. Outside of Childcare, confidential, and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the program, persons with whom the information will be shared, and the reason(s) for sharing the information.

Celebrations

Children love to celebrate! So do we at Little Learners Childcare Poolesville! Teachers will send notices home concerning scheduled party details. In planning favors, treats, etc. we do ask that our policies about particular holidays be honored. Any questions regarding celebrations may be directed to administration.

Yes, we do celebrate Halloween, Valentines day, St. Patrick's day, Dr. Suess's Birthday

Costume can be worn at Halloween but please no blood, gore or weapons. Each classroom has Thanksgiving, Christmas, and Easter celebrations and students' birthday celebrations.

Parents may provide special snacks for their child's class on birthdays. All snacks

will be store bought, not homemade. If you plan to pass out invitation, please have enough for every student in his/her classroom. Parents should make arrangements with teacher and/or administration prior to child's birthday. Please check with your child's teacher concerning any food allergies before bring food to the classroom.

Meals and Snacks

We offer a balanced breakfast and snacks. Breakfast and snacks are provided by the LLCPC, they are served as follows:

8:30– 9:00 am Breakfast/ morning Snack

2:45 – 3:15 pm Afternoon Snack

Parents are required to prepare their child's lunch, ensuring that all food items are labeled with the child's name and date. An ice pack is essential in compliance with state regulations.

Children need to arrive before the cut off for all meals. Children play and learn better on a full stomach. If your child has allergies and/or restrictions to certain foods, extensive diet please bring an alternative breakfast, and/or snack for your child. Any food brought from home must be clearly labeled with the child's name and current date. Please do not send candy or gum with your child. Birthday and special occasion treats are ok. Please be aware of diet restrictions in your child's classroom so that treats can be provided for all children. Please notify administration in advance if you are planning to send special foods. Any food provided by parents for celebrations must be store bought with the ingredients label.

Little Learners Childcare Poolesville observes the following Holidays:

We will be closed for the days listed above. Full tuition will be due for any week containing a holiday.

Labor Day

Thanksgiving Day & the day after

Christmas eve and day (with the option to close more days depending on when the holiday falls)

New Year's Day

Dr. Martin Luther King Jr. Day

Presidents' Day

Good Friday

Memorial Day

Juneteenth

Independence Day

I/we agree to cooperate with the general policy of the Child Care facility, to perform the obligations of parents and guardians as set forth in the PARENT HANDBOOK, and to abide by the rules and regulations as set forth by Little Learners Childcare Poolersville.

My signature below indicates that I have read and understand all of the policies set forth in this handbook.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Child's Name _____

Child's Name _____

Child's Name _____