

Quality Time Learning Center



Since 1988

PARENT HANDBOOK

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Welcome To Quality Time Learning Center

We are pleased that you have chosen Quality Time Learning Center for your child. As the name announces, we have the strongest commitment to providing the best possible early learning program housed in the most modernly equipped child environment.

We owe our existence to the combined efforts of state, business and community organizations. Our very existence serves as a testimony to the effectiveness of concerned governmental, business and local community organizations working together to reach solutions. This consortium of diverse will serve as a model, we believe, for other communities.

Quality Time Learning Center is committed to the concept of equal opportunity. Our recruitment, admissions and placement policies do not discriminate on the basis of race, sex, religion or natural origin.

This Parent Handbook provides answers to most questions concerning Quality Time Learning Center. We suggest that each parent or guardian read the entire book as soon as possible to become acquainted with the school and its policies. You are asked to initial sections on the “Parental Commitment” form after reading each in its entirety. Upon reading the complete handbook you will be asked to date and sign your name signifying that you have read the handbook and understand the policies of the school office.

It is further recommended that this Handbook be kept within easy reach in your home so that it can be used for reference whenever needed throughout your child’s education at Quality Time.

We recognize that guardians are also responsible for children when parents may not be available. For this handbook, however, we will use the term “parent” in lieu of “parent/guardian.”

Position Statement

Quality Time Learning Center is motivated by the proven concept that young children learn by doing. Our program goals are supported by the work of child development theorists and researchers: Piaget (1950-1972), Montessori (1964), Erickson (1950), Elkin (1968) and Kamil (1985). Their work has demonstrated that learning is a complex process that results from the interaction of children’s own thinking and their experience in the external world. Maturation is an important contributor to learning because it provides a framework from which children’s learning proceeds. As children get older, they acquire new skills and experiences that facilitate the learning process. For example, as children grow physically, they are more able to manipulate and control their own environment.

Knowledge is not something that is given to children as though they were empty vessels to be filled. Children acquire knowledge about the physical and social worlds in which they live through **PLAYFUL INTERACTION** with objects and people. Children do not need to be forced to learn; they are motivated by their own desire to make sense of their world.

Our Philosophy

At Quality Time Learning Center, our program for children is based on a set of beliefs about the nature of for young children and preschool learning.

We believe that:

- Learning and child care provide a natural enhancement for one another, and that both need to occur in a warm, nurturing, interesting and stimulating child environment.
- Learning and child care need to be informal and developmental in nature emphasizing activities which allow each child to attain the basic skills necessary for learning in later more formal learning programs, as well as provide opportunities for individual creative, imaginative expression.
- Learning and child care should be “fun-filled” and loaded with developmentally appropriate “kid-appeal”, underscoring the idea that “learning is fun”.
- By involving parents in the center’s activities, parents and staff form an essential partnership in the preschool learning process.

License

Quality Time Learning Center is licensed as a private educational institution in Montgomery County, Maryland. The Maryland State Department of Education relicenses all centers every two (2) years. Quality Time Learning Center is license has been in full effect since its opening. Graduates of our school are prepared for entry at any public or private school.

Hours of Operation

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Quality Time Learning Center’s hours of operation are....

Monday through Friday 7:00am to 6:00pm

Please note that the center open at 7:00 a.m. Teachers may arrive before this time to prepare their classrooms, but please wait until 7:00 a.m. before entering the building.

QTLC maintains a schedule that is conducive to learning. To avoid disruption of the class and teachers’ schedules, **children 3 and older must arrive at the center no later than 9:05am.**

Children arriving after 9:05 am three times within a 30 day period will be suspended for a day. We appreciate your cooperation. For repeated violations, see the school's suspension guidelines.

Parents should bring children to school no later than 11:00 am. Staff may be sent home depending upon the center need, and late arrivals after 11:00 am may cause staffing concerns.

Operation

- ❖ Quality Time Learning Center operates at 8101 Georgia Avenue, Silver Spring, MD 20910.
- ❖ All programs are full day only.
- ❖ Infant and Toddler Program for children aged 6 weeks to 2 years.
- ❖ Enrichment Programs including: Foreign Language, Music, Samsung Tablets and Field Trips.
- ❖ Conveniently located in downtown Silver Spring in the Commercial Business District.
- ❖ Degreed Teaching Staff.
- ❖ Summer Program available.
- ❖ .Before and After Care Program for school-age children.

Faculty

All staff are required to pass a criminal background check prior to employment. Faculty members are graduates of accredited colleges and universities. All staff is required to attend continuing education training annually. They have special talents in language arts, science, computers, math, physical education, music, drama, art, etc. Quality Time has proudly reached Level 3 Accreditation in the Maryland Excels program. This requires that the Director and at least 60% of lead staff hold a current Maryland Child Care Staff Credential at Level 3 or higher; an Administrator Credential at Level 1 or higher; or the equivalent credential training for that level.

Administrative Information

Holiday and Emergency Closings

Quality Time Learning Center recognizes the holidays listed below. Parents who have chosen our program understand that they are responsible for providing care for their children during these times. Full tuition will be charged for weeks in which these holidays occur.

Scheduled Holiday Closings

- ❖ New Year's Day (1-2 days)
- ❖ Dr. Martin Luther King Day
- ❖ President's Day
- ❖ Good Friday

- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Columbus Day
- ❖ Veteran's Day
- ❖ Thanksgiving Day and Friday after Thanksgiving
- ❖ Christmas Day (1-2 Days)

Emergency Closings

If severe weather conditions arise, such as snow, ice on the road, local flooding or other acts of nature, the center may choose to close or reduce the hours of operation. **For weather-related closings, the school will close if the Federal Government closes. If Montgomery County Schools are closed, Quality Time will have a 2 hour delay. If Montgomery County Schools have a 2 hour delay, Quality Time will open on time.**

In the event of a premature closure, parents will be immediately notified to pick up their children. Additionally, closures and schedule changes will be updated on the school's website and www.schoolsout.com. When in doubt, a phone call to the center to check on the status of operation is a good idea. There are no tuition credits or refunds for closures due to weather. Late fees will apply for children who have not been picked up in a timely manner. Please be aware of all signs posted early mornings for the possibility of early premature closing. Weather conditions are not always predictable.

Daily Sign-In, Sign-Out

It is imperative that parents sign-in and sign-out their child each day. This is for your protection and for our recordkeeping. If your child is sick and will not be attending, please contact the center. No child will be released to a minor.

Late Pick-Up/No Pick-Up/Alternate Pick-Up

Please arrive early enough to pick up your child and exit the school and surrounding grounds by 6:00 p.m. If you may be late, please call the center (301) 588-3350 to let QTLC know when to expect you. If a child has not been picked up by 6:30 p.m. and the parent/guardian has not contacted the center, QTLC staff may contact the Montgomery County Police Department and/or DCS (The Department of Children's Services) so that the child can be placed in their care.

Child Release Policy

Quality Time can release a child only to the parents or legal guardian(s) of the child, or to individuals authorized to pick up the child whom the parents/guardian have listed on the **Child Release Authorization and Custody Information Form**. Authorized pick-up individuals must be prepared to show proof of identity with a **photo ID**. School personnel may not release a child to anyone without prior parent authorization and **proper ID**.

All persons authorized to pick up a child must be at least sixteen (16) years of age.

If someone is listed in your child's file as "**Unauthorized to Pick-Up**" and attempts to pick up your child, staff members may use the following guidelines (not necessarily in this order):

- ❖ Ask person to speak with administrator on duty.
- ❖ Call parent(s).
- ❖ Call 911
- ❖ Take child as far away from person attempting to pick up as possible.

If the person attempting pick-up is a legal parent or guardian, we are required to release the child unless we have a copy of a court order stating otherwise.

Drugs and Alcohol

The safety of your child is our highest priority. We respect the rights of parents to access their own child. However, if Quality Time Learning Center staff feel a parents is in an unsafe condition to drive or otherwise leave with their child (such as under the influence of drugs or alcohol), the staff may suggest that the parent or the staff call another person on the approved list, a friend or relative, or a cab. The staff may also call 911 for assistance and to report the incident.

Tuition

Annual Registration Fee:

There is an annual, non-refundable registration fee which must be paid upon enrollment. Parents are also required to re-register each school year indicating their intention to return. If your child withdraws for any reason, a re-registration fee must be paid upon reentry.

Tuition:

Tuition is the lifeblood of the center, therefore prompt payment of all fees is necessary. The following set of rules has been created to avoid any confusion in payments.

- I. Tuition is an annual commitment. We provide bi-weekly and monthly payment arrangements for families to meet this annual commitment.

- II. Tuition is paid on a bi-weekly or monthly basis. There is a tuition drop box conveniently located for you to deposit tuition and other fees in the central office. See our tuition schedule for actual rates. Please do not give the responsibility of depositing tuition in the drop box to your child or staff.
- III. Always collect a receipt for any cash payment.
- IV. If the last name of the person paying tuition differs from that of the child, please advise the central office for proper credit to be given to you. It is a good policy to write the child's full name in the lower left corner of the check or money order. If the payment is for something other than tuition, please indicate how we are to apply your payment to your account.
- V. Tuition is a fifty-two week a year obligation. As long as your child is enrolled in our program, tuition is due regardless of the reason that your child may be absent. There is no reduction in tuition for holidays, vacations, illnesses or emergency closings.
- VI. Length of illness of a child, with or without a physician's note, does NOT exempt tuition payment.
- VII. Multiple child families will receive a 10% discount for each child enrolled after the first child. (Use sibling discount from tuition contract.)
- VIII. To pay in cash or credit/debit card seek the assistance of accounting department; your receipt is the proof of payment. There is a \$5.00 service charge for paying with a credit/debit card.

Common Fees:

1. Late Pick-Up Fees

- ❖ Late Pick-Up Fee (LPF): due to the time of late pick-up. Two dollars (\$2.00) per minute after 6:05 p.m. and \$3.00 per minute beginning at 6:30 p.m. (If not paid by close of business the next school day, the late fee may double.)
- ❖ Early Closing Late Pick-Up Fee: due at the time of late pick-up. Three dollars (3.00) per minute after 5 minutes grace period of Early Closing time on any designated early closing day. (Fee doubles if not paid by close of business next school day.)

2. Late Payment Fees

- ❖ For every missed bi-weekly payment due according to the tuition payment schedule (see attached), a \$30.00 fee will be charged (regardless of when the money is paid after the specified date).
- ❖ For every missed monthly payment due according to the tuition payment schedule (see attached), a \$60.00 fee will be charged (regardless of when the money is paid after the specified date).

3. Returned Check Fee

- ❖ \$75.00 per occurrence.

4. Lunch Fee

- ❖ Lunch Program (Monday – Friday) \$130.00 and Modified Program (Wednesday and Friday) \$75.00. Program includes p.m. snack (see menu).

5. School Pictures

- ❖ Scheduled for October. Pictures must be paid for or no picture will be taken of your child.

6. Summer Activity Fee (SAF):

- ❖ SAF should be paid in the month of June. Notices will be sent out with the specific date as to when the fee is due. Child will not begin Summer Program if the payment is not received.

7. Registration Fee – This fee applies to the current contract year.

- ❖ One-time fee charged upon enrollment. Non-refundable in all circumstances. Charged when entering new or when re-entering after withdrawal. Infants to 3 years-old pay \$180.00. 4 years-old and above pay \$280.00.

8. Re-registration (Annual Recurring Fee)

- ❖ Invoiced in April of year preceding academic program initiation. Infants to 3 years-old pay \$150.00. 4 years-old and above pay \$250.00

Accounts in default

In addition to the late fees detailed above, overdue accounts may be assessed a penalty of 1.5% interest per month overdue until paid in full. Accounts that remain unpaid after 30 days may be referred to a professional collection agency and reported to the three major credit reporting agencies.

Tuition Refunds

There are no tuition refunds. However, a pro-rated rebated amount may be given to parents who provide a 30-day notice before removing their child from enrollment.

Meals and Nutrition

Food is a priority at Quality Time Learning Center, as good nutrition is vital to a child's development. Active children need great food! The center provides a hot lunch and an afternoon snack. The menu will be posted for the month on the parent bulletin board. Breakfast is not

provided. You are welcome to bring your child's breakfast which must be eaten by 8:30 a.m. Please let us know of ALL allergies.

Discipline Policy

Practices

Children learn by example. Therefore, adults serve as positive role models. Adults will develop positive relationships with children by expressing interest in each child and his/her activities. Children will then wish to model adult behaviors.

The children's schedules and classrooms will be arranged so that the children's needs are met in a timely manner. There will be a variety of activities and enough equipment so that children will not need to be in conflict.

The staff will "catch children being good." Encouragement and praise will be the basis of our discipline policy.

When a child misbehaves or acts out, the teacher will talk with the child quietly to explain why the BEHAVIOR should be modified. An example of appropriate behavior will be given. Limits will be consistent and firm. The rules will not change from day to day. **The method of redirection will also be used. The teacher will remove the child from the "unpleasant" situation and redirect them to another activity in the classroom, making sure they stay with the child at least five minutes to talk to them about their behavior and making better choices and positively redirecting their attention.**

If a child continues to display the inappropriate behavior, "Time Out" will be used. "Time Out" will be used for acts of PHYSICAL AGGRESSION, destructiveness or tantrums that cannot be ignored. "Time Out" is not used indiscriminately.

During "Time Out" the child will be seated in a chair apart from the group but not out of sight or hearing of the teacher. A timer will be set for one or two minutes for first offense. A child will not be required to sit for longer than five minutes. The teacher will explain to the child why he/she is being required to sit in "Time Out."

The teachers will always make clear to a child that it is the child's BEHAVIOR that is the concern. **NO CHILD WILL BE CALLED "BAD" OR MADE TO FEEL BAD ABOUT THEMSELVES.**

Occasionally, we have a child who experiments with aggressive behavior (such as biting, scratching, hair pulling, etc.) or disruptive behavior (yelling, throwing things, failure to follow instructions) that we may take seriously. The ways in which we handle aggressive or disruptive behavior vary, as each child's reason for the behaviors may be very different. To help remedy

aggression issues, we work closely with the child at school and ask parents to work with the child at home.

We rarely have to take drastic measures and usually aggressive/disruptive behavior situations are resolved through strong teacher/parent teamwork. However, if a behavior fails to resolve, the child may be sent home, and if the behavior is serious enough, could result in disenrollment.

In assisting children on how to make appropriate choices, we use child guideline techniques. Child guidance is about allowing consequences of choices and in teaching children to reflect on their own actions.

This is applied by helping the child reflect on and communicate through behavioral and social interactive lessons so that better choices are made. Speaking with children in a non-threatening tone about the experience, their feelings, and walking them through the proper reactions and language, helps to give them the knowledge they need to make appropriate choices in the next similar situation they experience.

Problem-solving with young children serves by setting examples for future cognitive problem-solving. When children learn early how to resolve conflicts and solve problems, it gives them the skills needed to properly resolve issues in the future regardless of the nature of the problem.

The following techniques are applied in our classrooms to assist the child with problem-solving:

- ❖ Sitting with the child reviewing what happened and asking open-ended questions like, “How do you think you could have been nice to your friend?”
- ❖ Making “thought-provoking statements like, “We had to stop playing.” “No one has the cars.” “Everyone is upset.” Talking with all the children to get them involved in expression ideas that could “help” the situation and future similar situations.

After these techniques are applied, it is time for reflection. Reflection provides the child with a “story of their day,” their actions, how they felt, what choices were made, what appropriate choices they discussed with their teacher, and finally, how the problem was resolved by the child(ren) and teacher.

In instances where inappropriate actions are expected by a particular child, the teacher must incorporate a classroom rule that includes the proper behavior, as well as meeting briefly with the child daily to encourage and give reminders of appropriate behaviors.

Dismissal Policy

QTLC reserves the right to dis-enroll any child at any time when we believe that disenrollment is in the best interest of the child and/or the program. Our first priority is to provide quality care and

early education for all children enrolled in our program, but on rare occasions, we may need to remove a child from enrollment. Some of the reasons for involuntary dismissal might include:

- ❖ Failure to adapt – Most children adapt to a new program within a reasonable time frame. If a child fails to adapt to our program, even though efforts has been made by parents and staff to integrate him/her into the program, the child may be dis-enrolled so that his/her parents can find alternate care for the child.
- ❖ Aggressive/disruptive behavior – If a child is aggressive or hurtful to others or if a child’s behavior is disruptive to the order of the classroom, QTLC will make every attempt to teach and train the child to respect others and to behave appropriately. If these behaviors continue, the child may be dis-enrolled at the discretion of the center.
- ❖ Failure to pay tuition – QTLC reserves the right to immediately remove any child from enrollment whose tuition is not paid.
- ❖ Abusive/disruptive behavior by parents – QTLC reserves the right to dis-enroll any child whose parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child or other parents/children in the center.
- ❖ Irreconcilable differences – Every parent has expectations regarding the care and education of their child. If it occurs that QTLC is unable to meet a parent’s expectations, QTLC reserves the right to dis-enroll the child in order to allow the parents to find an environment that better meets their needs and expectations.
- ❖ Where QT staff are not trained to provide appropriate developmental resources and teaching methodologies to a child who may have special needs, QTLC reserves the right to dis-enroll the child.

Screen Time Policy

Because we care about the health and well-being of the children in our care, we follow the American Academy of Pediatrics’ Recommendations on Screen Time:

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 30 minutes per week at child care, and less than 2 hours per day total

Quality Time Learning Center understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others – the activities which encourage learning and healthy physical and social development. Therefore, we will restrict screen time by:

- Allowing a maximum of 30 minutes total per week of educational and age-appropriate screen time (television, video, DVD).
- Allowing no more than 15 minutes of educational computer time per day.
- Not allowing any screen time during meals and snack.
- Having zero screen time (TV, video and computer) for children under the age of two.

Curriculum

Quality Time Learning Center provides a unit topic approach to its daily activities for young children. Activities are centered on four broad preschool learning skill areas: language skills, social skill, cognitive/thinking skills and self-help/independence skills. Daily each child experience:

- I. Quality Time Learning Center currently utilizes the Harcourt Textbook, in conjunction with Creative Curriculum, which consists of a unit topic approach to its daily activities for children.
 - ❖ Child chosen activities at learning centers in each classrooms
 - ❖ Teacher-guided floor time activities
 - ❖ Dramatic play
 - ❖ Stories and storytelling
 - ❖ Music and singing
 - ❖ Outdoor play
 - ❖ Problem-solving activities
 - ❖ Fine and gross motor activities
 - ❖ Active and quiet activities
 - ❖ Opportunities for large and small group activities, as well as one-to-one child to adult activities.

- II. The purpose of observation is to gain insight into a child's thinking as well as their behavior and responses to pleasant situations. During the observation process, we observe, document, and interpret a child's goals, wants, needs and action. The following are several observational tools used by Quality Time Learning Center:
 - ❖ Early Learning Observation Scales
 - ❖ Developmental Checklists
 - ❖ Daily Logs
 - ❖ Compiled Portfolios
 - ❖ Anecdotal Observations

Achievement Tests

Students in Kindergarten are tested annually through national standardized tests. Currently, Quality Time administers the Stanford 10. The Stanford Achievement Test measures a student's achievement in reading, language arts, mathematics, science, social studies and listening skills. Students will have an opportunity to take practice tests prior to the actual test occurrence. Results will indicate where your child may score in relation to all other children in the United States taking the same test at the same grade level.

Student Records

Report Cards are issued four times a year to all children.

Parent/Teacher conferences are scheduled at least twice a year for children four (4) and older.

Parents may make an appointment with a teacher at any time during the year as questions arise.

Parents are expected to respect and follow through with teacher recommendations for needed evaluations and/or assessments.

A confidential master file is kept on each student. Previous records are requested from former schools for transfer students. The master file will be sent to other schools only upon written request from the school and providing the family has no outstanding debts. The master file contains all report card grades, pertinent medical information, standardized test scores, and teacher administrative comments.

Any request for release of records must be accompanied by an "Authorization for Release of Student Record Information." In order for records to be released, a parent must be in good standing with Quality Time Learning Center.

Health and Safety Policy

Health

Your child's health is important to us. An informal health check of each child is performed upon arrival each day by our staff. This informal check involves a quick assessment of the child's general state of health, skin, and discharges for the mouth, nose and/or eyes, and cleanliness. If we believe your child's health is a risk to himself/herself or to others, we will ask to you take your child home. If a child becomes sick during the day, we will isolate your child from other children for observation and we will call you to pick-up your child. If you are called, please come immediately. We will often give you a list of symptoms observed and suggest that you call your pediatrician before you leave your place of work or home. If you cannot be reached, one of the other individuals listed in our files for emergency notification will be contacted to pick up your child.

Illness Policy

Each day, upon arrival, an informal health check of your child will be done. It is very important to us that each child be healthy and happy at school. We cannot admit or retain in care any child who:

- A. Is diagnosed as having a contagious disease upon written instructions of a licensed physician or certified health care provider and the health department.
- B. Has one of the following symptoms, or combination of symptoms of illness within the past 24 hours:
 - ❖ Fever over 100.0 Fahrenheit
 - ❖ Diarrhea (more than one abnormally loose stool per day)
 - ❖ Vomiting in the past 24 hours
 - ❖ Nausea or severe stomach cramps
 - ❖ Severe cough
 - ❖ Unusual yellow color to skin or eyes
 - ❖ Draining eye (pinkeye or sinus infection)
 - ❖ Skin or eye lesions or rashes that are severe, weeping or puss filled
 - ❖ Difficulty breathing or wheezing
 - ❖ Complaints of severe pain
 - ❖ If a child is notably tired and/or irritable and needing one-on-one care
 - ❖ Non-clear discharge coming from the nose (yellow or green discharge)
 - ❖ Too ill to play outside

If your child has exhibited any of the symptoms above you **must** keep your child at home for a minimum of 24 hours, **even if your pediatrician has given authorization for your child to return.** If your child exhibits these symptoms at the center, we will contact you immediately. **You must pick up your child within one hour of notification.** We regret any inconvenient these policies may cause, but it helps us keep all of the children healthier.

Immunization Records

For each child enrolled, we are required by the State of Maryland to maintain accurate, up-to-date, immunization records. Immunization records are required prior to your child's first day of enrollment (unless the child is less than 8 weeks old) and need to be updated whenever your child receives a new immunization. A record of those immunizations, signed by a physician, must be kept on file at the center.

Administering Medication

All prescription and non-prescription medication given to children at school require a written authorization from your health care provider, and/or parent's written consent. Medication authorization forms are available in the office.

The instruction from your health care provider must include information regarding the medication, reason for the medication, and the specific time of administration. Medications must be kept in the original bottle or container. Prescription medications must contain the original pharmacy label that lists: the child's name, the prescribing practitioner's name, the pharmacy name and telephone number, the date the prescription was filled, expiration date of the medication, dosage, how often to give the medication, and the length of time the medication is to be given.

Medicine may not be taken in and out of the center. Once the medicine is brought in, if it is taken out, it cannot return again.

Over-the-counter medication must be kept in the originally container and labeled with the child's first and last name.

Illness at the Center

Should your child become ill at the center, he/she will be kept away from other children and you or your designee will be notified. When notified, please make every attempt to pick your child up from the center within an hour.

Accidents/Injuries

Children are active in their play and sometimes this activity leads to scrapes, cuts, bumps and bruises, despite our best efforts to prevent them. Quality Time Learning Center maintains first aid supplies in each classroom and at least one staff member with first aid and training on duty during all hours of operation.

If your child sustains an injury at the center, parents will receive a written report of the circumstances surrounding the accident with an accounting of the first aid rendered. If a more serious injury should occur, every attempt will be made to notify the parent immediately that further medical care may be necessary. The emergency 911 personnel may also be utilized if parents cannot be reached. For this reason, it is of utmost importance that we be notified immediately of any change in home, work and emergency telephone numbers.

Emergency Contacts

In order for the school to contact parents in cases of emergency, it is imperative that we maintain current information, including unlisted numbers. Please notify us of all changes in any of the following information: telephone and cell numbers, addresses (at home and at work), name of doctor, hospital preference, and the name and telephone number of a friend or relative to call if we cannot reach you. All email addresses should be current and on file at Quality Time.

Fire/Emergency Drills

Fire drills are conducted monthly during the school year for the safety of the students. Such exercises are conducted under various conditions so students can respond wisely, but instinctively, in an emergency. We also periodically practice procedures for other natural disasters.

Emergency Preparedness

Staff are trained and prepared to deal with a variety of emergency situations. During all circumstances, teachers will remain calm and stay with the children. In the case of a weather-related emergency, such as a tornado warning, children will be evacuated to the designated shelter for their building.

Communication between Staff

Parents concerned about a situation at Quality Time Learning Center should communicate directly with the teacher. The Director and Assistant Director are available at any time for further concern.

Communicating with Parents

Establishing a parent/teacher relationship is essential in helping children succeed in school. Factors needed to establish a good relationship are communication, good interpersonal skills, openness, empathy and understanding.

Confidentiality Policy

The only information teachers should share with parents is information concerning their child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional, and in some instances illegal.

Miscellaneous

Visitors

Visitors are welcome at Quality Time Learning Center. Persons wishing to visit our school are asked to report to the school office upon arrival. We ask that all visitors/volunteers/parents who visit the school during the day sign in (to receive a name tag) and out at the school office. The number of visitors shall not exceed two per day per class. Visitors cannot be allowed during testing and other important days when their presence would distract the students.

Clothing and Footwear Policy

***Infants – 2 year olds:** We ask that parents provide appropriate play clothing and good support shoes on their children daily. Clothing should be comfortable, sturdy and appropriately fitted. As

a child plays, learns to feed themselves, etc., it is natural that their clothing might be damaged or become stained with food, paint, ink, grass, etc. We cannot assume that your child's clothes will not be stained or otherwise damaged. Please choose your child's clothing accordingly.

***3 year olds:** We ask that all students wear their Quality Time Learning Center Polo Shirt to school Monday through Friday.

*Children are running, jumping and developing their walking skills, so it is very important that they have proper support and protection. We recommend lace-up or Velcro tennis or other athletic-style shoes. **Sandals, flip-flops and crocs are not appropriate footwear for this environment.** We have noted that when children fail to have appropriate footwear, this can hinder gait development and/or cause undue injuries (falls, stubbed toes, etc.) Please refrain from putting on crocs or other types of sandals. Your cooperation in this is greatly appreciated.

4 year olds - Kindergarten: We ask that all students be fully dressed in their school uniform Monday through Friday.

Children should not wear beads in their hair, as lost beads may sometimes find their way to other children's ear and nose canals.

Parking

The schools parking lot is for faculty only. Please do not park in the school's parking lot. Parents can park in the garage or beside the school on the meter. Please turn off your car and lock your car when picking up/dropping off your child. Please do not leave children unattended in your vehicle when picking up/dropping off your child. We ask that you please take your child by the hand when in the parking lot and please avoid using cell phones while walking in the parking lot. For security, we suggest that you lock your car any time you leave it unattended. Thank you for being safe. A crossing guard is provided to maintain outside parking/street safety. Please respect and follow his instructions.

Non-Discrimination Policy

Quality Time Learning Center does not discriminate against personnel, clients, potential clients, volunteers, or any person or group on any basis, including, race, creed, religion, national origin, ancestry, age, socioeconomic status, marital status, gender or mental or physical disability. We celebrate the diversity that makes our community unique.

Quality Assurance and Evaluation

Quality Time Learning Center uses a variety of measurement tools to evaluate our program on a regular basis. Quality Time Learning Center is licensed by the State of Maryland and undergoes periodic inspection to ensure continual compliance with all regulations. An annual Parent Survey Questionnaire is used to measure the level of satisfaction of our customers.

Children with Special Needs

Quality Time Learning Center is inclusive and makes every attempt to reasonably accommodate any child based on their special need. Whenever possible, Quality Time Learning Center will help create and implement an individual education plan (IEP) for any child who needs extra support and attention for developmental growth. Teachers will work closely with parents, and at the parent's request, with any other professionals who may be involved with the child to recognize and address any special needs that exist or may become evident. Our goal is to work together to create thoughtful approaches that are in the best interest of the child.

Therapy

At times students may be scheduled to Behavioral, Physical, Occupational or Speech Therapy. Quality Time Learning Center will make every effort to accommodate therapists and to make time and space available for treatments. If your child receives therapy, please have the therapist contact the center prior to treatments so that we can schedule treatments times that are most appropriate for the students as well as their classmates. Please be aware that Quality Time Learning Center is not responsible for incidents, accidents, injuries or other problems that may occur during or as a result of therapy treatment.

Toys from Home

Please do not allow your child to bring toys (other than transitional, nap toys or Show-n-Tell Day) or other valuables into the classrooms. QTLC is not responsible for toys or other articles that are brought to the center.

We ask that children not bring the following items to the Center:

- Toys or toy weapons of any type
- Money
- Gum, Candy
- Cosmetics
- Jewelry

Birthdays

We enjoy celebrating the children's birthdays and welcome you to come join the party! Please talk to your child's teachers at least a week in advance if you would like to provide favors or treats for the children. **We may have children enrolled who have serious food allergies. Please consult your child's teacher when making food choices.**

Balloon Policy

The Center allows only Mylar helium balloons. Rubber and latex are NOT acceptable due to the potential threat of aspiration. Please do not bring balloons that need inflating. No candles or matches may be lit in the center.

Accident Report Forms

If your child is involved in a mishap that requires any type of attention or first aid, you will be notified with an accident report and a telephone call. You will be advised of what happened, where it happened, and what action was taken. A copy will be left in your child's cubby.

Daily Report Forms

Infant/Toddler teachers will keep records concerning your child's activities and behaviors during the day. The child's needs will also be noted on the forms.

We ask that you share information concerning any event or happening that may affect your child's behavior during the day. Were they up late? Is a parent ill or at home? Is your child teething? Let us know what may be affecting your child as they arrive.

Babysitting

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees after their scheduled work hours. The Consent Authorization form must be on file, relieving Quality Time of liability.

Field Trips

Field Trips enrich the lives of children in many concrete and meaningful ways. Field trips are listed on the monthly calendars and The Quality Times monthly newsletter. Your child's teacher will also notify you of any trips your child will make. We must have the signed Field Trip Permission Form on file.

Children three (3) and younger do not leave the school grounds, but will have appropriate child development 'entertainment' groups visit the school to enhance learning. Children four (4) and older will take a minimum of eight (8) outside school trips each year.

Transitions

As your child grows and matures, he/she will transition from one classroom to another. At Quality Time, we strive to make these transitions as stress-free as possible. You will be notified in advance if your child will be transitioning to another room. Both classrooms work together to devise a visitation schedule for your child so that they will not be a stranger when they officially move.

Open House

Applications, with the registration fee, will be accepted beginning with the Spring Open House for fall enrollment.

Peanut and Tree Nut Allergy: NO PEANUT ZONE!

Due to the severe allergy that some children may have with peanuts, products with peanuts or peanut derivatives, or tree nuts, under no circumstances shall parents send any food product with peanuts or tree nuts to Quality Time. This includes, but is not limited to peanuts, tree nuts and derivative products made from these.

No Cell Phone Usage in Facility

We ask that you don't walk through our doors using your cell phones. Teachers need to communicate with parents as you pick up and drop off your children.

Suspension Guidelines

Certain forms of school disciplinary actions do not work effectively with all children. In some instances, further steps must be taken to rectify the problems in the school and to bring these repeated problems to the parent's attention.

All parents are requested to read the following revised Discipline and Suspension Guidelines. Please talk to your children about good behavior while attending school. Certain behaviors may cause suspension and or expulsion from school.

In line with QTLC policies and procedures, the following may result in your child's suspension or expulsion from QTLC:

1. Failure to comply with the school's Rules and Regulations:

- A. Incomplete Records and outdated information, including, but not limited to, contact information and phone numbers.
- B. All children four (4) years and older being tardy for more than 5 minutes, 3 times within a 30-day period.
- C. Health regulations violations.
- D. Repeatedly reporting to school out of the established uniform for students four (4) and older.
- E. Failure to uphold financial obligations to the school, with delinquency in excess of three (3) weeks.
- F. Behavior modification resulting in three (3) or more visits to the office in one week.

1. Deliberate destruction of school property and/or destruction of another child's or staff's property.

- 1st Offense – Conference with parent and warning issued.
- 2nd Offense – Conference with parent and suspension for one (1) week, with final warning.
- 3rd Offense – Conference with parent and expulsion from school.

2. For all 3 year – olds and above, profanity or abusive language directed at the staff or another child.

- 1st Offense – Conference with parent and warning issued.
- 2nd Offense – Conference with parent and suspension for two (2) days.
- 3rd Offense – Conference with parent and suspension for three (3) days.
- 4th Offense – Conference with parent, suspension for one (1) week and final warning issued.
- 5th Offense – Conference with parent and expulsion from school.

3. Intentional attempts to physically harm another child or staff member:

A. Minor injuries

- 1st Offense – Conference with parent and warning issued.
- 2nd Offense – Conference with parent and suspension for two (2) days.
- 3rd Offense – Conference with parent and suspension for three (3) days with final warning issued.
- 4th Offense – Conference with parent and expulsion from school.

B. Major injuries

- ❖ Stabbing someone with a knife/scissors/pens, etc.
- ❖ Stabbing someone causing a large wound.
- ❖ Intentionally pushing someone down and or hurting someone which may cause broken bones.
- 1st Offense – Conference with parent and suspension for one (1) week with final warning. **(Police will be called in.)**
- 2nd Offense – Conference with parent and expulsion from school. **(Police will be called in.)**

4. Inappropriate body acts:

A. Hitting – causing injury to other children or staff (see #4)

B. Biting – Skin Broken (3 year-olds and older)

- 1st Offense – Conference with parent and warning issued. (3 year-olds and older)
- 2nd Offense – Conference with parent and suspension for two (2) days.
- 3rd Offense – Conference with parent and suspension for three (3) days.
- 4th Offense – Conference with parent and expulsion from school.

C. Kicking/Pushing (see #4)

D. Discharged (Deliberately – spitting, urinating, etc. on another child or staff member).

- 1st Offense – Conference with parent and suspension for two (2) days.
- 2nd Offense – Conference with parent and suspension for three (3) days.
- 3rd Offense – Conference with parent, suspension for one (1) week and final warning issued.
- 4th Offense – Conference with parent and expulsion from school.

E. Exposing private parts of the body.

- 1st Offense – Conference with parent and warning issued.
- 2nd Offense – Conference with parent and suspension for two (2) days, with final warning.
- 3rd Offense – Conference with parent and expulsion from school.

F. Cutting someone’s hair or pulling someone’s hair exposing the scalp.

- 1st Offense – Conference with parent and suspension for three (3) days, with final warning issued.
- 2nd Offense – Conference with parent and suspension for one (1) week, with warning issued.
- 3rd Offense – Conference with parent and expulsion from school.

5. Intentionally:

A. Putting hands on someone else’s private body parts.

B. Putting hands inside someone else’s clothes and touching their private body parts.

- 1st Offense – Conference with parent and suspension for two (2) days, with final warning issued.
- 2nd Offense – Conference with parent and expulsion from school.

6. Bringing in, showing or distributing:

A. Pornographic pictures, magazines and books.

B. Pornographic explicit movies, music, videos, CDs, tapes, records, cassettes, books and magazines.

- 1st Offense – Conference with parent and suspension for two (2) days, with final warning issued.
- 2nd Offense – Conference with parent and expulsion from school.

7. Habitually late in picking up child(ren) from school after 6:00 p.m. (e.g. four (4) times in a thirty (30) day period).

- Conference with parent and action will be taken to be determined by the Director and Accounting Department.

8. Parent's inappropriate behavior toward staff members and other child/ren.

- Conference with parent and immediate action will be taken to be determined by the Director of the school, up to suspension and expulsion from school.

9. Any continuous violation/s by the parent/s, including

- A. Not providing updated phone numbers and contact information.
 - B. Parking violations.
 - C. Not signing your child in/out daily.
 - D. Using abusive language in the building.
 - E. Hitting your own child(ren) or other children in the school building/property.
 - F. Disciplining someone else's child(ren) in the school building/property.
 - 1st Offense – Conference with parent/s and action will be taken by the Director of the school, which may result in immediate suspension and/or expulsion from school.
- 10.** If your child(ren) is diagnosed with having a contagious/infections condition, you must inform the school within 24 hours after the diagnosis has been made. A Doctor's note is required for your child(ren) to return to school. QTLC reserves the right to make our own decision about your child attending/not attending school for that particular period of time. Repeat violations (two) will cause suspension or expulsion from the school, to be determined by the Director of the school.

11. Writing/distributing/sharing the following:

- A. Threatening letters/materials.
- B. Love letters/materials containing threats.
- C. Hate letters/materials.
- D. Making threatening remarks to staff personnel/classmates and or other individuals associated with school.
 - 1st Offense – Conference with parent and suspension for one (1) week with final warning.
 - 2nd Offense – Conference with parent and expulsion from school.

13. Your children are not allowed to bring the following items under any circumstances:

- ✓ Drugs of any kind, including, but not limited to, cocaine, marijuana, narcotics, prescription drugs or over-the-counter drugs.
- ✓ Mace
- ✓ Explosive device/s and/or any harmful chemical/s.

- ✓ Any kind of food laced with chemicals and other toxic substances which can harm other people.
- ✓ Large size stones.
- ✓ Guns or pistols (including toys/plastic, etc.)
- ✓ Hammers
- ✓ Large size scissors
- ✓ Knives
- ✓ Matches, cigarettes, nicotine, cigarette lighters or any flammable fluid.
- ✓ Heavy metal chains
- ✓ Heavy metal rods (or similar items) that may cause injury or harm to others.
- ✓ Any heavy object that can be used as a weapon.
- ✓ Screwdrivers
- ✓ Saw or any kind of cutting tools.
 - 1st Offense –Conference with parent and suspension for one (1) week with final warning. **(Police will be called in.)**
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 - 2nd Offense –Conference with parent and expulsion from school. **(Police will be called in.)**

These are guidelines and it may be necessary, depending upon the circumstances and severity of the incident or injury, to bypass all of the above mentioned policy statements and take more immediate serious or severe actions. There may be offenses which are not covered in these guidelines; we reserve the right to take immediate necessary actions.

My signature below confirms my receipt and review of the Quality Time Learning Center Parent Handbook, and of the additional parent information above to my full understanding.

Parent Signature

Date

Parent Signature

Date