



# Parent Handbook



## 2024-2025

## MISSION STATEMENT

The mission of the Tabernacle Learning Center (TLC) is to demonstrate the love of Jesus Christ to the children entrusted to our care. TLC will provide a secure and encouraging atmosphere that assists in the academic, social, physical, and spiritual growth of each child. We will provide an environment for the children to experience Christian values.

## ADMINISTRATION

The Tabernacle Learning Center is operated under the direction of an administrative team which determines the policies and guidelines of TLC and oversees the general daily operation of the Center.

Bishop Manon Gurley, Senior Pastor of the Tabernacle Church

Mrs. Gayle Allbritton, TLC Director

Remi Erwin, TLC Assistant Director

## LICENSING

TLC operates under a Letter of Compliance issued by the State of Maryland. This license states that our Center meets or exceeds the minimum requirements for child care programs. Where the standards conflict, the more stringent will apply. These standards relate to our facility, staff, health and safety, staffing ratios, and record keeping. We also participate in Maryland Excels which is Maryland's rating system for childcare facilities. Because of our participation with Maryland Excels we are authorized to accept vouchers.

## HOURS OF OPERATION

The center is open from 6:30 a.m. to 6:00 p.m., Monday through Friday, except for holidays or special closings. Since TLC is only licensed to operate until 6:00 p.m., **late fees will be charged** for children not picked up by 6:00 p.m. **The fee of \$1 per minute will be charged to the parent's account.** Failure to adhere to the TLC hours of operation may result in dismissal. Due to the serious nature of late pick-ups, the Office of Child Care has advised us to contact the police when a child has not been picked up by 7 pm and we haven't been able to contact a parent or adult listed on the Emergency Form.

Should hazardous conditions develop during the day, a TLC administrator will contact you of an early closing. You will be contacted by ProCare messaging or by phone. at least three hours prior to closing. **The fee of \$50 will be charged to your account for late pick-up on emergency closing days.** Parents who do not pick-up their child/children within 15 minutes of the closing time will be charged.

## **ENROLLMENT POLICIES**

The Tabernacle Learning Center extends all rights, privileges, programs, and activities generally accorded or made available to students at the school without regard to race, religion, or national or ethnic origin. New students are admitted under a **two week probationary period** during which time TLC staff will evaluate whether the TLC program is developmentally appropriate for your child. We believe it is important for each child to have a positive preschool experience.

**If your child has special needs or developmental delays and has an IFSP or an IEP**, please consider sharing these documents with us so we can better meet the needs of your child. Prince George's County Public Schools transportation is available directly from our door to Frances Fuchs Early Childhood Center, Chapel Forge Early Childhood Center, as well as Elementary Schools in the Laurel area.

**Enrollment in the center will not be confirmed until ALL registration documentation has been completed and submitted with the enrollment fees (registration fee, materials and supply fee (\$100 paid in September and \$100 paid in February; or prorated at the time of registration) and tuition for the first week).** In accordance with licensing regulations for childcare services, parents are required to complete a Health Inventory, Medical Report, Immunization Record, Lead Testing, an Emergency Card, receipt and agreement to abide by the guidelines of TLC as outlined in the Parent Handbook, and a TLC Child Profile prior to enrollment. If your child has severe allergies or asthma, you will also be required to submit an allergy action plan and/or asthma action plan. New enrollment for siblings of children currently attending TLC will not be accepted if the family account is in arrears.

## **FINANCIAL OBLIGATIONS FOR THE SCHOOL YEAR**

(The school year is 43 Weeks beginning the day after Labor Day)

The **School Year tuition** is calculated on a weekly basis at **\$275 per week. Payments are paid PRIOR to receiving childcare services.** Discounts are available for active duty military, EMTs, Police, Fire & Rescue, and Educators. Parents may choose to pay weekly, biweekly, or monthly. **Tuition is not based on attendance. Payments are due regardless of whether your child has missed or will miss days during the week for sickness, inclement weather, holidays, or family vacations.** Accounts that fall in arrears will result in dismissal from TLC.

Tuition is due on Monday, but no later than **close-of-business on Tuesday. Accounts not paid on time will be charged a \$20 late fee per week. Late fees are charged for all late payments which includes material and supplies fees and lunch payments. Repeated late payments and late pick-up may result in termination of enrollment.** Accounts that fall in arrears will result in your child/children being dismissed from The Tabernacle Learning Center. **Accounts must be up-to-date before children are permitted to enroll in the next school year. Returning students and new enrollment for siblings will not be accepted if the family account is in arrears.** When families leave TLC with an outstanding balance, collection of the monies owed to TLC are handled by the collection agency, Capital Accounts, LLC.

TLC accepts payments made on ProCare, or by check, cash, money order, or credit card. Please note the child's name in the memo section of your check. **A fee of \$35.00 will be charged for any check returned for insufficient funds.** Payments for returned checks are to be made by money order or certified funds. TLC reserves the right to refuse payment by check for tuition payments after two checks have been returned by the bank.

The **TLC Summer Program** begins on the 44<sup>th</sup> week of the year, which is usually the first Monday in July. A separate material and supply fee of **\$100 establishes enrollment for the summer program**. Weekly tuition rates are the same as the previous school year. Financial responsibilities must be up-to-date before children may enroll in the summer program.

### **WITHDRAWAL AND RE-ENROLLMENT**

If a child is withdrawn during a school year and then returns within the same school year, a re-registration fee of \$100 will be charged.

### **CUSTODY ISSUES**

We assume that both parents have equal rights to pick up, drop off, visit, or request information about their child. If that is not the case, then it is your responsibility to provide court documents to clarify the rights and responsibilities of each parent. It is imperative that official, current court documents be in your child's file if custody or visitation is a concern. Without court orders, we cannot withhold a parent from their child. Based on the information that you share with our director, she will tell you if additional documentation is required. In addition, we ask that parents keep TLC administrators, staff, and other students out of any legal or custodial issues. We expect you to communicate effectively with each other, in the best interest of your child(ren).

Failure to follow TLC's policies regarding custody issues may result in immediate termination.

The parent(s) who registers the child(ren) is responsible for child care fees. We are unable to sub-divide fees and establish multiple accounts.

### **SIGN-IN AND SIGN-OUT PROCEDURES**

Parents or legal guardians are required sign their child/children to sign their child in and out, using the ProCare system at the entrance. A TLC member will escort children to their class. **Parents are not permitted past our entrance area.** Children will only be released to the persons listed on the Emergency Card. The minimum age of a person designated by a parent to pick up a child is 18 years old. Such a designee must be listed on the child's emergency card. If someone other than the child's custodial parents or legal guardian will be picking up the child, the parent/guardian must provide TLC with advance notification in writing. This person's name must also be listed on the child's emergency contact information sheet. A photo ID will be required of any designee before your child is released into their custody. We are required by licensing to maintain attendance records.

Our responsibility for your child begins when you place your child in the care of a TLC staff member. **Under no circumstances should your child be allowed to find his/her own way into or out of the center.**

## **UNIFORMS**

**Shirts/blouses:** yellow

**Pants, skirts, or jumpers:** blue

*Girls choosing to wear dresses or skirts should wear shorts or pants underneath.*

**Shoes:** Children must wear closed-toe, supportive shoes/sneakers only. Due to health and safety guidelines, sandals or flip flops are not permitted.

Your child's clothing should be comfortable and easy for him/her to manage (button in front, elastic waistbands, etc.). **Children in the process of toilet training should wear clothing that is easy to manage independently.**

If an accident occurs, soiled clothing will be placed in a labeled plastic bag to be returned to the parents at the end of the day. Due to health risks, teachers do not rinse or wash soiled clothes.

## **CLOTHES TO AVOID**

*One-piece clothing, such as overalls, onesies, jumpers, body shirts, and belts* interfere with a child's ability to independently take care of their restroom needs.

Each child will need **two sets of "emergency" clothes** to keep at the center. Please refer to the next page for items to be kept in your child's tote. These should be changed seasonally. Your child's name should be clearly marked on all articles of clothing. Should any item of your child's clothing be missing, please inquire with an administrator in the TLC office as soon as possible.

## STUDENT SUPPLY LIST

Your child's cot sheets, blankets, and pillow are sent home on Fridays to be washed. Please remember to return them on the following Monday.



Cot sheet

Cot blanket

Cot pillow (optional)



### All Children Need **Two** Changes of Clothes Kept in the Classroom

2 - Pants

2 - Shirts

2 - Pairs of Socks

1 pair of Shoes, if possible



### For Toilet Trained Children

2 - Underwear

### Children in Pull-Ups

1 package of Pull-Ups - At least 15 per week

1 package of wipes - Weekly Supply



## **HOLIDAY CELEBRATIONS**

As a participant in the Maryland Excels Program, we adhere to the Maryland Excels Standard of using only developmentally appropriate learning and practice.

October: As a Christian Center, we focus on the truths of the Bible and the saving grace of our Lord, Jesus Christ. Therefore, **we do not celebrate Halloween.**

December: **We celebrate Christmas as Jesus' birthday through books and discussions.** We have a special holiday snack during the week of the Christmas unit of study. We do not celebrate or discuss Santa Claus or the symbols connected to Santa Claus.

February: We do not celebrate Valentine's Day with parties, Valentine cards, candy, goodie bags, or gifts for the children. Due to the restrictions of our license and child care regulations, **we cannot accept any items from parents to pass out to our children.**

Easter: We celebrate new life through the resurrection of Jesus Christ. However, because of the Biblical events surrounding this holiday, we do not discuss the crucifixion with children. We do not celebrate or discuss the Easter Bunny. We do not pass out "Easter Candy" nor can we distribute to our children any items from parents.

Other holidays throughout the year are not celebrated or discussed as part of our curriculum due to the age and development of our children.

## **BIRTHDAYS**

TLC recognizes that birthdays are special! The birthday child will be given special recognition in their classroom on "their" day. We understand that some parents want their child to celebrate with the children in their class.

However, TLC must follow childcare **regulations regarding the health and safety of our young children.** Therefore, **homemade treats and foods, and balloons are prohibited.** Goodie bags will be kept in the director's office and handed out to the parents as they pick up their children.

For the protection of our children, only "packaged" or wrapped cupcakes or cookies that are clearly labeled with the ingredients are permitted.

**Any prohibited foods or items brought to TLC will be held in the TLC Office until a parent picks up the "birthday" child to go home.**

## **CHILD SAFETY**

*It is illegal in Maryland* to leave a car running unattended. Anyone found leaving a car running will be given a warning. *It is also illegal* to leave a child unattended in a car.

Alarm buttons are installed at the main desk and other locations. The fire department and security alarms for the building are tied directly to the local fire and police department. Security is enhanced by limited access entry, motion sensors, security cameras, sign-in/out procedures (parents not permitted past the entrance area), and emergency release procedures.

**To maintain our security, parents are asked NOT TO OPEN A TLC DOOR to admit adults and/or children.**

Fire drills are conducted monthly, familiarizing the children with quick exit procedures. Each classroom has two (2) exits.

## **OUTDOOR PLAY**

TLC uses the Weather Guidelines for Child Care Facilities. We use daily reports for heat, humidity, ozone readings, allergens, and other factors as a guide for scheduling its outdoor activities.

- ◆ During **Code Green**, no restrictions are placed on outdoor play, and no schedule changes are required.
- ◆ On **Yellow Alert days**, teachers will use caution and closely observe children for signs of being too hot or cold while outdoors. Outdoor playtime will be shorten if needed.
- ◆ On **Code Red Alert days**, children play in our air-conditioned gym.



## **INCLEMENT WEATHER CLOSINGS OR DELAYS**

The Tabernacle Learning Center will follow the published calendar for the school year. Please make note of the holiday schedule and the days TLC will be closed. **Your tuition rate remains the same during holiday weeks. There are no refunds or make-up days given for holidays.**

The Tabernacle Learning Center follows the Prince George's County Public School's inclement weather policy for delayed openings (1 or 2 hour delays). *In most cases, we will close if PG County closes. However, there are situations when the weather forecast calls for clearing and warmer in the afternoon. On these occasions, TLC will open at 12 noon if our lot and South Laurel Drive have been cleared.* Please follow the following procedures for information concerning delays or closings:

***You will be contacted by ProCare messaging. Please keep your email address, as well as, cell/home, and work numbers up-to-date in case we need to contact you.***

**Call TLC** after 5:30 a.m. (301-490-5665) to check the voicemail for updates. Should the Center close early, we will notify you within an hour.

## **EMERGENCY CLOSINGS**

Should hazardous conditions develop during the day, a TLC administrator will contact you of an early closing. You will be contacted by ***ProCare messaging***. or by phone at least three hours prior to closing. **The fee of \$50 will be charged to your account for pick-up later than 15 minutes past the scheduled time.**

Please keep your email address, as well as, cell/home, and work numbers up to date in case we need to contact you.

# DISCIPLINE POLICY

The TLC staff will use consistent, **positive discipline techniques** to facilitate learning and provide a safe and orderly environment for children and staff. Teachers train children on the appropriate behaviors and routines using *Public Praise and Recognition, practice with feedback, and rewards*. TLC will not tolerate or permit the use of any abusive, cruel, or humiliating disciplinary methods such as, but not limited to, hitting, spanking, pinching, slapping, yelling/using a loud voice, withholding food, ridicule, embarrassment, or sarcasm. Teachers will not discipline a child for soiling or wetting their clothes or not using the toilet.

The routines and rules will be developed with the students during the first week of school and throughout the year as needed. Helping children remember and follow rules will encourage the development of their self-esteem, self-control, and respect for others and their property. Children work for positive points, stickers, or fruit snacks as rewards for maintaining a safe and orderly environment.

We believe **the first step to order and discipline is to develop a relationship with each student**. We also believe that the appropriate reaction to a disciplinary problem is the least extreme reaction that reasonably holds promise of resolving the problem. Appropriate responses to misbehavior should be suitable for the age and maturation level of the child and based on the individual needs of the child. When a rule is broken, the teacher will make sure the student understands what they did wrong and explain how to change their actions next time.

Parents will be informed of inappropriate behavior and the procedures teachers have taken to correct it. The following are steps that might be used to achieve right behavior and attitudes in children:

1. **Redirection** of the child to an alternative activity or location within the room.
2. A **verbal reminder** to the child about his/her actions.
3. A **private talk** with the teacher which includes prayer about repeated behavior
4. **Time Out:** Time out is used for a child who continually demonstrates unacceptable behavior. Time out is not punishment, but rather a time when the child can calm down and remember what behavior is acceptable. Time out may be used when other techniques have not been successful. A time out might be used to remove a child from a situation that has gotten out of control before a child could hurt himself or others. Time-out will be limited to a maximum of 5 minutes during which the child is encouraged to think about what they did that was wrong and what they can do next time the same situation occurs. Before returning to the group, the teacher will talk with the child to discuss choices and resolution to the problem.
5. **Loss of Time in Game or Activity:** Students may lose 5 to 10 minutes of gym/outdoor play time
6. A **parent-teacher conference** will be held when deemed necessary.
7. An **Individual Behavior Plan:** If repeated misbehavior occurs, an individual behavior plan will be developed for the child during a conference with the parents.

# Levels of Misconduct and Discipline Methods

<b>Level 1</b> <b>Misconduct That Consist of Minor Offenses</b>	<b>Level 2</b> <b>Incident Report Required</b>
<p><u>Classroom teachers are responsible for training children in developmentally appropriate behaviors using Public Praise and Recognition, Charting Positive Behavior Points which result in rewards, Sticker Stars/Caught Being Good, and Practice with Feedback</u></p>	<p><u>Classroom teachers are responsible for training children in developmentally appropriate behaviors using Public Praise and Recognition, Charting Positive Behavior Points which result in rewards, Sticker Stars/Caught Being Good, and Practice with Feedback</u></p> <p>Classroom teachers, the Administrative Team, and parents work together to resolve behavioral issues.</p>
<p style="text-align: center;"><b>Behaviors Considered Level 1</b></p> <ul style="list-style-type: none"> <li>▪ Not paying attention when the teacher is talking</li> <li>▪ Temper tantrums or crying when not getting their way</li> <li>▪ Refusing to participate in the lesson</li> <li>▪ Making disruptive noises during a lesson or rest time</li> <li>▪ Running in the classroom or hall</li> <li>▪ Misbehavior in the restroom</li> <li>▪ Misbehavior with classroom supplies (glue, crayons, scissors, manipulatives etc.)</li> </ul> <p style="text-align: center;"><u>Discipline Methods</u></p> <ul style="list-style-type: none"> <li>▪ Change of seat/group (time out)</li> <li>▪ Private talk with the teacher</li> <li>▪ Redirection/Change of activity</li> <li>▪ Loss of participation in the present activity</li> <li>▪ Behavior plan developed for individual and/or group</li> </ul> <p style="text-align: center;"><b>Restoration and Correction</b></p> <p>Children will be given the opportunity to fix mistakes/misbehavior. When a rule is broken, teachers will make sure the student understands what they did wrong and how to change their actions next time.</p> <p>Children should be asked, "What did you do? What can you do next time?" Children will be asked to apologize for the misbehavior.</p> <p style="text-align: center;"><b>Recovery Time</b></p> <p>After a child has been reprimanded, they will be allowed time to recover. Teachers will make a request and then allow at least thirty seconds to a minute for the child to calm down and fix the undesired behavior.</p>	<p style="text-align: center;"><b>Behaviors Considered Level 2</b></p> <ul style="list-style-type: none"> <li>▪ Repeated misconduct within the same day for the same offense.</li> <li>▪ Disrespect or Disregard of Adult Authority</li> <li>▪ Disruptive Speech and/or profanity</li> <li>▪ Showing aggression toward another child</li> </ul> <p style="text-align: center;"><u>Discipline Methods</u></p> <ul style="list-style-type: none"> <li>▪ Time out with the Director/Assistant Director for no more than 10 minutes</li> <li>▪ Private talk with the teacher</li> <li>▪ Change of Seat/Placement and/or activity</li> <li>▪ Loss of participation in the present activity</li> <li>▪ Loss of 5 minutes of play time</li> <li>▪ Incident report completed by the teacher and discussed with the parent during pick-up</li> </ul> <p style="text-align: center;"><b>Restoration and Correction</b></p> <p>Children will be given the opportunity to fix mistakes/misbehavior. When a rule is broken, teachers will make sure the student understands what they did wrong and how to change their actions next time.</p> <p>Children should be asked, "What did you do? What can you do next time?" Children will be asked to apologize for the misbehavior.</p> <p style="text-align: center;"><b>Recovery Time</b></p> <p>After a child has been reprimanded, they will be allowed time to recover. Teachers will make a request and then allow at least thirty seconds to a minute for the child to calm down and fix the undesired behavior.</p>

# Levels of Misconduct and Discipline Methods

Level 3	Level 4
<p style="text-align: center;"><b>Behaviors Considered Level 3</b></p> <ul style="list-style-type: none"> <li>▪ Refusal to comply with adult authority</li> <li>▪ Abusive speech toward another student or teacher</li> <li>▪ Leaving a room or designated area without permission</li> <li>▪ Throwing furniture, toys, or manipulatives</li> <li>▪ Hitting or showing aggression toward an <u>adult</u></li> <li>▪ Hitting or showing aggression toward another student <u>with bodily injury</u>.</li> </ul> <p style="text-align: center;"><b><u>Administrative Procedures</u></b></p> <ul style="list-style-type: none"> <li>▪ Private talk with the teacher.</li> <li>▪ Incident report completed by the teacher.</li> <li>▪ Conference with the TLC Director or Assistant Director.</li> <li>▪ An administrator will immediately discuss the incident with a parent via the phone and record the incident report via ProCare Messages.</li> <li>▪ At the discretion of an Administrator, a parent may be asked to pick up their child.</li> <li>▪ At the discretion of an Administrator, a one to two day suspension may be implemented.</li> <li>▪ Physical aggression toward another student will result in a one to two-day suspension. A parent conference will be required before the child may return to TLC.</li> </ul> <p style="text-align: center;"><b><u>Restoration and Correction</u></b></p> <p>Children will be given the opportunity to fix mistakes/ misbehavior. When a rule is broken, teachers will make sure the student understands what they did wrong and how to change their actions next time. Children should be asked, "What did you do? What can you do next time?" Children will be asked to apologize for the misbehavior.</p> <p style="text-align: center;"><b><u>Recovery Time</u></b></p> <p>After a child has been reprimanded, they will be allowed time to recover. Teachers will make a request and then allow at least a minute for the child to calm down and fix the undesired behavior.</p>	<p style="text-align: center;"><b>Behaviors Considered Level 4</b></p> <ul style="list-style-type: none"> <li>▪ Physical attack on an employee or another child</li> <li>▪ Bullying or fighting</li> <li>▪ Leaving the facility or designated area without permission</li> <li>▪ Verbal assault or threat toward another child or adult</li> </ul> <p style="text-align: center;"><b><u>Discipline Methods</u></b></p> <ul style="list-style-type: none"> <li>▪ Immediate removal from the classroom</li> <li>▪ A parent will be contacted by the Director or Assistant Director and asked to pick-up their child</li> <li>▪ Suspension of <b>two to three-days will occur</b>. A parent conference will be required before the child may return to TLC.</li> <li>▪ Dismissal from The Tabernacle Learning Center might occur. A decision of dismissal will be determined by the TLC administrative team.</li> </ul> <p style="text-align: center;"><b><u>Restoration and Correction</u></b></p> <p>Children will be given the opportunity to fix mistakes/ misbehavior. When a rule is broken, teachers will make sure the student understands what they did wrong and how to change their actions next time.</p> <p>Children should be asked, "What did you do? What can you do next time?" Children will be asked to apologize for the misbehavior.</p>

## **REPORTING OF CHILD ABUSE AND NEGLECT**

As required by Maryland law, TLC will report any instance of known or suspected child abuse or neglect to the Department of Social Services.

An individual who has reason to believe that a child has been abused under any circumstance need not furnish proof or make an investigation or otherwise determine that the alleged abuse occurred.

The State of Maryland grants legal immunity from civil liability to any person making a report in good faith and/or participating in judicial proceedings or investigations concerning such reports.

### **Termination Policies**

Enrollment may be terminated under the following circumstances.

Behavior endangering the safety of others, the child himself/herself, or staff.

The inability of the child to function in a group care setting

Parent's unreasonable treatment of the staff, including repeatedly arriving after closing time to pick-up their child, inappropriate airing of complaints, use of profanity, or any inappropriate behavior toward, or in the presence of children.

Threatening to engage in behavior which may cause death or severe bodily injury, including threatening to use firearms or other deadly weapons.

After parent conferences, if TLC determines that is not in the best interest of the child or the other children for the child to continue enrollment, the child will be dismissed.

## **FOOD POLICIES**

Parents and guardians should remember not to pack any beverages for your child's lunch unless your child is allergic to milk. As required by our license, TLC will provide 1% milk white milk or water to drink at lunch. If your child has an allergy to milk products, you will be required to provide the milk product or drink for your child.

**We offer an 'emergency' lunch for a fee of \$5.00. It covers the food, drink, and fruit, payable in cash only.**

**If your child does not come with a lunch**, you will be contacted and asked to bring a lunch. If you are unable to do so, your child will be given an emergency lunch, and your account will be charged \$5.00. Payment for all lunches is due on the day the lunch was provided.

TLC serves breakfast, a mid-morning snack, and an afternoon snack, which are nutritionally sound, meeting both state regulations and USDA guidelines. Children are not permitted to "share" or "trade" food. ***The teachers expect the children to feed themselves.*** Teachers are not permitted to cook lunches, therefore, please pack a **Ready-to-Serve lunch**. We do not provide refrigeration for children's lunches. Please provide an ice pack if the food you pack requires refrigeration. **No sippy cups or baby bottles are permitted.**

## **EMERGENCY CARE**

**TLC must have authorization** for emergency medical treatment. If your child is injured while in our care, our first step is to administer any necessary first aid. Most of our teachers are certified in CPR and first aid. If it is determined that immediate medical care beyond simple first aid is required, 911 will be called.

The parent/guardian of the child will be notified as soon as possible. We will make every effort to contact you and/or the child's doctor listed on the emergency card to make sure your child receives the necessary emergency treatment until we can reach you.

## **MEDICINE**

The first dosage of any medication **MUST** be given by the parent at home to avoid any allergic reactions at the center. The Director or Assistant Director administer medication to children only after receiving a Maryland State Department of Education Office of Child Care Medication Administration Authorization Form, (OCC Form 1216). You can download this form from our website, [tabernacle.tlc.com](http://tabernacle.tlc.com). **This includes both prescription and over-the-counter medicines.**

## **HEALTH RECORDS**

For the protection of all children enrolled in the center, your child must be kept home if he/she exhibits any of the following symptoms:

- An oral temperature over 99°
- Intestinal disturbance accompanied by diarrhea or vomiting
- Thick, colored, runny nose or profuse nasal discharge
- Ringworm
- Undiagnosed rash
- Sore or discharging eyes or ears
- Severe cramps or headache
- Chicken pox, measles, or mumps
- Lice
- Repeated coughing

## **OTHER SYMPTOMS OF COMMUNICABLE DISEASE**

If your child develops any of the above symptoms while at the center, or others unlisted that are a possible threat to the other children, we will isolate your child and contact you to arrange for pick up. *Your child MUST be picked up within one (1) hour after you are contacted.* If you cannot pick up your child within one hour, the emergency contact person listed on the enrollment form will be called.

If your child has been sent home due to an illness, they must remain symptom free for 24 hours before returning to TLC or bring a doctor's note stating it is safe for the child to return to school.

## **INJURY NOTIFICATION AND INCIDENT REPORTS**

A parent/guardian will be notified whenever there is a blow to the head or a severe breakage of the skin. A TLC Director or Assistant Director may use their own judgment to decide whether to call a parent in the case of other types of injuries, depending on the severity or type of injury. An incident report will be completed and given to a parent on the same day as the incident.

If a teacher notices a previously undetected injury or symptom, an observation report will be written, but a parent may not necessarily be called. Parents should try to inform teachers of injuries the child receives outside of TLC so that they will be aware.

All incidents, however minor, will have a written report regardless of whether a call was placed to the parent. The reports are sent to the office for signature. If you notice an injury for which there is no report, please speak to the Director or the Assistant Director.

## **CONFIDENTIALITY POLICY**

To protect the rights of your child and your family, children's records are only available to the Center's administrators, authorized staff of TLC, MSDE Office of Child Care, and the child's parents or legal guardians. TLC staff will not release any personal information, whether written or orally, about another child or their family, unless such disclosure is mandated by childcare licensing, other statutes, or by a court of law.

Employees of TLC are strictly prohibited from discussing anything about another child with you, including the name of a child involved in an incident with your child. Parents may not reprimand or discipline another child for behavior occurring with their child at TLC. Parents observed speaking to children other than their own with the intent of reprimanding, disciplining, or seeking information will be asked to leave the room and/or Center.

## **CURRICULUM**

Guided by our Christian beliefs and our understanding of child development theory and practice, our curriculum is rooted in the belief that children learn through play and hands-on experiences. The classroom environment is carefully designed to be child-centered, safe, and age appropriate. For this reason, **TLC does not accept donations of toys or DVDs.**

The teachers of our **two year olds** follow *The Complete Resource Book for Toddlers and Twos* written by Pam Schiller and *Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age* written by members of Maryland State Department of Education, Division of Early Childhood Development and Johns Hopkins School of Education. These resource books are filled with experiences that target the important areas of development for twos. Each unit topic is divided into activities and experiences that support: **Language Enrichment, Cognitive Development, Social-Emotional Development, and Physical Development.**

Our **three-year-old children** use *The Investigator Club* curriculum published by Robert-Leslie Publishing. This "Just for Threes" full-year curriculum helps three-year old children develop important readiness skills in ten critical learning domains while nurturing the child and encouraging cognitive, physical, and emotional growth. The teachers will follow the TLC Bible curriculum sequence using *The Toddler Bible* by Beers. The *Christian A Beka Book Language Development* resources are also used as a supplement to *The Investigator Club Curriculum*. We rely on several math resources to provide children with an opportunity to explore numbers zero to 15.

Our **Pre-Kindergarten** children use the *Investigator Club Pre-Kindergarten Curriculum*. This Maryland approved curriculum is aligned with the Maryland Common Core State Curriculum Framework. There are 274 measurable outcomes that form the foundation of *The Investigator Club Pre-Kindergarten Learning System*. The outcomes, or standards, are a comprehensive list of skills that most young children should be able to learn before they start kindergarten. Recognizing the interconnectedness of emotional, social, cognitive, and physical development, the standards in this learning system are organized into ten critical domains of learning: language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning, physical health and development, social studies, and technology.

Our Pre-K children rotate in small groups to experience instruction in reading/language arts, mathematics, art/fine motor, and STEM (science, technology, engineering, and math).

Children also have morning devotions with daily Bible readings using *The Preschoolers' Bible* by Beers. The children also learn Bible memory verses during their morning devotions.

TLC children have daily opportunities for large muscle development in one of our two outdoor play areas or in our air conditioned/heated gym.

## **SCREENINGS, DEVELOPMENTAL CHECKLISTS, AND ASSESSMENTS**

The Tabernacle Learning Center uses the BRIGANCE Screens III for developmental screenings of twos, threes, and fours. A fundamental reason for screening is to provide early identification of children who exhibit signs of behavioral, social, or cognitive delays. The importance of early identification is recognized in the federal **Individuals with Disabilities Education Act (IDEA)**. IDEA requires that states identify, locate, and evaluate all children in need of early intervention or special education services beginning as early as birth.



## The Tabernacle Learning Center

### **Screen Time Policy**

Any DVDs or videos disseminated by the Educational Director for use with Integrated Curriculum Units are considered "***Interactive technology***" and may be used repeatedly during a unit cycle. All curriculum materials are returned to the Educational Director at the end of each unit.

Limited use of appropriate interactive technology may support, *but may not replace*, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children.

Appropriate uses of ***Interactive technology*** include:

TLC STEM units (*YouTube*)

Pre-K Classroom Devotions (*praise and worship*)

Bible Lessons (*videos of Bible stories*)

***Passive technology*** is not permitted in TLC apart from the occasional exceptions listed in the Letter of Compliance regulations.

**No child may be permitted to view any:**

-Passive or interactive technology during breakfast, lunch, or snack; or

-Media with brand placement or advertising for unhealthy or sugary food or beverages.

#### **Letter of Compliance Exceptions:**

An occasional exception to the passive technology policy may be made for a special event or project, including a holiday or birthday celebration (famous person -not child). If an exception is made, a written record of the exception shall be made and retained on file with the Director and included in the teacher's plan book that documents the nature and duration of the programming viewed, and reason for the exception.

## PARENT RESOURCES

**Act Early:** Learn the Signs: Provides normal developmental milestones for each age group with a "developmental health watch" listing red flags for each group. [www.cdc.gov/actearly](http://www.cdc.gov/actearly)

**Consumer Product Safety Commission:** Committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical hazard or can injure children. Phone: (800) 638-2772, [www.cpsc.gov](http://www.cpsc.gov)

**Countdown to Kindergarten:** Provides information on the concept of school readiness, alerts parents to the existence of the kindergarten assessment and gives caregivers activity ideas build skills in the seven domains of learning. [www.countdownMD.org](http://www.countdownMD.org)

**Healthy Beginnings:** Supporting development and learning from birth through three years of age. The Guidelines were originally produced by the Office of Child Care while under the Department of Human Resources with financial support from The Maryland State Department of Education. [www.marylandhealthybeginnings.org](http://www.marylandhealthybeginnings.org)

### **Kennedy-Krieger Institute**

Provides evaluation, rehabilitation, educational services and cutting edge research on behalf of children with brain related disabilities, also provides professional training by renowned experts dedicated to increasing the number of qualified specialists in the United States and abroad. Phone: 443-923-9200, Toll Free: 800-873-3377, [www.kennedykrieger.org](http://www.kennedykrieger.org)

### **Maryland Infant and Toddlers Program**

A system of early intervention and supports, offered by public and private agencies throughout the state to young children with developmental delays and their families. Phone: 1-800-535-0182 (MD Relay for persons with hearing impairments 1-800-735-2258), [www.msde.state.md.us/programs/infantsandtoddlers](http://www.msde.state.md.us/programs/infantsandtoddlers)

**Ready at Five:** Focused on school readiness for all Maryland children, Ready at Five provides professional development to early education professionals (School Readiness Symposia; Institutes for Early Educators and curricula training); Learning Parties and Parent Tips for parents and analyzes and reports the annual Maryland Model for School Readiness (MMSR) data across Maryland. Phone: (410) 788-5725, [www.readyatfive.org](http://www.readyatfive.org)

**State Department of Health and Mental Hygiene:** Provides and wide range of information and services for the citizens and wide range of information and services for the citizens of Maryland, including immunizations, communicable diseases, nutrition, environmental issues, and maternal and child health. Children's Health Resource Line 1-800-638-8864, [www.dhmh.state.md.us](http://www.dhmh.state.md.us)

**The National Institute for Literacy:** Provides information about research and practices for reading instruction. [www.nifl.gov](http://www.nifl.gov)