

“BUSY BEES”

PACKET



Two-year- old

CONTENTS

- WELCOME LETTER
- CHILD'S DISCIPLINE POLICY
- SCHEDULE OF DAILY ACTIVITIES
 - SUPPLY LIST
 - 10-HOUR CORE TIME
 - LUNCH PROGRAM
- POTTY- TRAINING PROGRAM
 - DAILY REPORT FORM
 - OCTOBERFEST INFO.
 - SICK POLICY
 - FIELD TRIP LIST
- CENTER CLOSING DAYS

**WORLD VIEW CHRISTIAN CENTER
12700 S.E. CRAIN HIGHWAY
BRANDYWINE, MD. 20613
301-372-0053 Office**

www.worldviewchristiancenter.com
info@worldviewchristiancenter.com



September 2019

Welcome to our program!

Hours: 6:30a.m.-6:30:p.m.

Back to School Night

“Back to School Night” is scheduled for Thursday, September 26th at 6:00p.m. During “Back to School Night”, parents will have the opportunity to meet their child’s teacher and ask questions pertaining to lessons, schedules, etc. Also, the parents will be able to review the beginning of the year assessments their child was given by their teacher during the first week of school.

Uniforms Policy

Pre-K4 and Kindergarten students are required to wear uniforms. On Friday’s the Pre-K4 students are allowed to have a “dressed down” day in which they do not have to wear uniforms. Kindergarteners must wear their uniforms every day and Tuesday & Thursday students must wear navy blue sweat pants/shorts, a plain white shirt and gym shoes. Please see your child’s teacher or the front office for a uniform sheet.

Potty Training

This is just a *friendly reminder* that once your child has been in the two-year-old class **for two months**, there’s a **weekly potty- training fee** that the teachers share for their hard work. Please place in the tuition box. Potty training fees are due with your tuition payments. You may also deduct \$5.00 each day that your child is absent for that week. When your child reaches the three-year-old program, he/she is required to already be potty trained. If your child is not potty-trained while in the three/four-year-old program, a daily fee of \$5.00 per accident is due. You may also choose to pay the \$25/per week potty training fee. This fee will allow teachers to work with your child on a daily basis on becoming potty-trained as quickly as possible. The fee will cover any cleaning materials that the teacher will need to clean the area and also to compensate that teacher. Please see the office if you have any questions or concerns. We appreciate your cooperation. NOTE: Please see the 2-page potty-training letter.

Volunteering/Mentoring

We are looking for parent volunteers to help out around the center. Areas where volunteers are needed are in the kitchen to assist with cooking breakfast on Monday mornings for parents, help with tutoring, help during homework time in the aftercare classes, etc. If you would like to volunteer, please see the front office for additional information. All volunteers/mentoring must successfully pass a criminal and medical background check.

REGISTRATION & FEES

New Registration:

When registering for the school year, new parents must:

1. Complete the **"Registration Packet"**, which includes:
 - *Registration form
 - *Emergency Form
 - *Health Inventory
 - *All About My Child Form
 - *Parent Guide
 - *Contract
 - Copy of Driver License

****NOTE:** These forms must be *completed and submitted* to the center prior to the start of your child(ren).

New Registration Fees:

When registering for the school year, new parents must pay the following upfront:

1. **Registration Fee:** \$100.00 (NON-REFUNDABLE/ Which includes a key fob)
2. **Deposit:** This is a *"One-Time"* fee. This fee is a one-week payment that will apply towards your child(ren) tuition *after six months*, upon your request, if no payments have been delinquent. If a payment has been delinquent, then four consecutive payments need to be made before the deposit may be applied.
3. **Book Fees:** *"Full and Part-Time Services"*. (2's- Academy)
4. **Tuition:** Bi-weekly payment (due on the 1st & 15th of each month) or Monthly payment (due by the 5th of each month)

****NOTE:** If tuition falls on a weekend, payment must be made the Friday prior

Returning Parents:

When reregistering for the school year, returning parents must:

1. Make sure that their **"Registration Packet"**, is updated. Which includes:
 - *Registration form
 - *Emergency Form
 - *Health Inventory
 - *All About My Child Form
 - *Parent Guide
 - *Contract
 - Copy of Driver license

****NOTE:** These forms must be *completed and submitted* to the center prior to the start of your child(ren).

Returning Parent Fees

As of September 1, 2019, all returning parents must pay the following upfront:

1. **Deposit:** This is a *"One-Time"* fee. This fee is a one-week payment that will apply towards your child(ren) tuition *after six months*, upon your request, if no payments have been delinquent. If a payment has been delinquent, then four consecutive payments need to be made before the deposit may be applied.
2. **Book Fees:** *"Full and Part-Time Services"*. (2's – Academy)
3. **Tuition:** Bi-weekly payment (due on the 1st & 15th of each month) or Monthly payment (due by the 5th of each month)

****NOTE:** If tuition falls on a weekend, payment must be made the Friday prior

TUITION & LATE FEES

Bi-Weekly Tuition is due every **1st & 15th** of the month. Below are the payment dates for the 2019-2020 school year:

- Friday, August 30th & Friday, September 13th (Due to September 1st & 15th falling on a weekend)
- Tuesday, October 1st & 15th
- Friday, November 1st & 15th
- Friday, November 29th & December 13th (Due to December 1st & 15th falling on a weekend)
- Wednesday, January 1st & 15th
- Friday, January 31st & February 14th (Due to February 1st & 15th falling on a weekend)
- Friday, February 28th & March 13th (Due to March 1st & 15th falling on a weekend)
- Wednesday, April 1st & 15th
- Friday, May 1st & 15th
- Monday, June 1st & 15th
- &etc.

Monthly Tuition is due every **1st & 5th** of the month. Below are the payment dates for the 2019-2020 school year:

- Wednesday, September 5th
- Friday, October 4th (Due to October 5th falling on a weekend)
- Tuesday, November 5th
- Thursday, December 5th
- Friday, January 3rd (Due to January 5th falling on a weekend)
- Wednesday, February 5th
- Thursday, March 5th
- Friday, April 3rd (Due to April 5th falling on a weekend)
- Tuesday, May 5th
- Friday, June 5th
- & etc.

Late Fees: Failure to pay tuition on the scheduled due dates will cause for your account to be billed **a daily fee of \$25.00** until account balance is paid. (*payment arrangements are available*)

HOW TO PAY TUITION

Bi-Weekly and Monthly tuition can be paid:

1. Online – using TuitionExpress.com (get access code & ID number from front office)
2. Credit/Debit Card (we do not accept American express)
3. Money Orders (NO PERSONAL CHECKS)
- 4.** Auto-Debit (get form from the front office)
- 5.** NO CASH PAYMENTS

DISENROLLMENT

When disenrolling your child(ren), you must:

1. Submit a 2-week notice.
 - Failure to submit a 2-week notice will cause your account to be charged the bi-weekly amount for tuition, and you will forfeit your security deposit and/or key fob reimbursement. Parents who qualified for the key fob reimbursement are parents who register prior to the new reg./ key fob policy (2019-2020 of school year).
2. Return key fob to the front office
3. Pay any balance left on account
 - Failure to pay the balance on account will cause for your child(ren) not to be able to enroll in any full-time or part-time program until balance is paid Your child will not be able to participate in any auxiliaries or sports program.
4. The teacher will gather all belongings that belong to your child by him/her last day.
5. You may provide a praise report regarding your child's early learning environment to be displayed

ILLNESS AND EMERGENCY

Only well children will be cared for at the center. No child with an elevated temperature will be admitted. **If a child has been out sick with a contagious disease she/he will not be re-admitted to the center without a written statement from the child's physician certifying** that she/he is no longer contagious. **IN ADDITION, no child is allowed at the center the day she/he is given a vaccination.** (There must be a 24-hour incubation period)

- **EMERGENCIES** – The center must always be kept informed of the location and phone number of at least one person and two standbys.
- **MEDICATION** – Medication will only be given to a child with a written note signed by a physician. That also includes over-the-counter medication. **ALL MEDICATION MUST HAVE A PHYSICIAN'S NOTE**. Physician's medication forms are available upon request from the administration office.
- **INJURIES** – Any serious Only staff who have their (Medication Administration Certificate) can approve medication. Parents must give their child the **first** dosage at home (prior to arriving at the center).s injuries that occur at the center will be reported immediately. Any minor injuries that occur at the center will be reported to the parents or written on a parent's note, which will be placed in child's daily papers that are picked up at the end of the each day.

PICK UP ARRANGEMENTS

No one other than the parents/guardian and persons listed on the Emergency Information Card will be permitted to pick up your child. Advance personal (face to face) notice by parent/guardian will be required if someone else will be picking up your child.

****Please remember this is for the safety of your child**.**

PARENT VISITATION

No parent is allowed to be in a classroom longer than 5 minutes without approval from the Administrator or Director and passing certain clearances.

Disciplinary Actions

Guidelines

World View is committed to providing children and families with learning- oriented quality child care in a safe and loving environment. A major part of that obligation is focused on the importance of discipline and its effects on children in our care. The following guidelines comprise World View Christian Center's Child Discipline policy.

1. Encouraging group or individual prayer to rectify behavioral concerns as a preventive measure
2. No corporal/physical punishment will be used.
3. Set limits or behavior expectations which are developmentally appropriate.
4. Be consistent
5. Act with confidence, fairness and patience in disciplining
6. Praise and encourage good behavior recognizing that you serve as a role model for appropriate actions.
7. State suggestions or directions in a positive manner. Give a child a choice only when you intend to accept the choice.
8. Focus on the child's actions rather than personality. Make the child feel worthwhile and liked.
9. Use a kind, firm voice when disciplining. Use words and a tone of voice which will help the child feel confident and reassured.
10. Consequence for misbehavior will be immediate and of short duration and be related to the act.
11. Punishment is appropriate only for repeated misbehavior. Acceptable punishments are removing the child from one play area to another, limiting play privileges and using "time out".
"Time out" provides the child an opportunity to think about appropriate behavior. It should last no more than 1 minute per year of age, be in sight of an adult and preferably be located where the child can see the other children. Once the "time out" period is completed, the child should be returned to normal activities.
12. Punishment will not be associated with food, naps, or bathroom procedures.
13. Keep acts of misbehavior in perspective. The Assistant Director will involve a child's parents in the disciplinary process only when uncontrollable behavior and/or behavior that is harmful to others persists.
14. The entire staff will be consistent regarding supervision and training of children. Discipline of children will be the responsibility of the Center staff members only.
15. Maintain discipline guidelines set forth by your State Licensing Authority.
16. Remember the goal of discipline is helping the child gain self-control through learning appropriate behavior rather than forcing the child to conform to adult standards.

The objective of World View is to provide quality child care and early learning educational service to the community. In doing so, you must realize the importance of discipline and its effect on the children we serve. Your duty is to adhere to this child discipline policy, to help others learn and follow it and to report any violation of this policy to the appropriate World View supervisors.

Please remember that you must follow this policy when disciplining your own child when enrolled in the World View Center. _____

Employee's Signature

Today's Date

SCHEDULE OF DAILY ACTIVITIES

TWO-YEAR-OLD CLASS

6:30-8:30	<u>Arrival/ Breakfast/Bathroom/Free Play</u>		
8:30-9:00	Bathroom/Puzzle/Freeplay in Stations		
9:00- 9:30 Shapes)	Prayer/Circle Time (Attendance, ABC's, Colors, Numbers,		
9:30-10:00	Snack/Bathroom		
10:00-10:30	Mon/Fri Arts & Crafts	Tues/Thurs Number Recognition	Wed. Music w/Instruments Manipulatives, Puzzles & Group/Individual Play
10:30-10:45	Bathroom		
10:45-11:15	Recess/Outdoor Play		
11:15-11:30	Hygiene/Prep for Lunch		
11:30-12:00	Lunch Time/Bathroom		
12:00-12:30	Story Time/ Soft Music		
12:30-2:45	<u>NAPTIME</u>		
2:45-3:30	Wake-up/Restroom/Snack		
3:30-4:15	Outside Play (Mon.) Moon Bounces (Fri.) Tumbling		
4:30-4:45	Restroom/Wash Hands and Faces		
4:45-5:15	Housekeeping		
5:15-5:45	Story Time/Singing & Dancing		
5:45-6:15	Table Toys/Animal/Blocks		
6:15-6:30	Clean-up Time/ Getting Ready to go home		

Show and Tell is every Friday



Two Year Old

Supply List

2 CHANGES OF CLOTHING

1-BABY WIPES

1-FLUSHABLE WIPES

1-CLOROX WIPES

THIN SHEET AND BLANKET

1-BABY LOTION

1-KLEENEX

PULL-UPS

CRAYONS (PRESCHOOL)

CRAYON BOX

2-GLUE STICKS

BOOK BAG



***Note:** Please label all supplies.

No stuffed animals are allowed in the center

WORLD VIEW EARLY LEARNING CENTER
12700 S.E. CRAIN HIGHWAY
BRANDYWINE, MD 20613
301-372-0053



PRESCHOOL 10-HOUR CORE TIME



Dear Parents,

Just a friendly reminder that *World View Early Learning and Christian Center* has a 10-hour core time policy **each day**. What that means is your child can only be at the Center for **10 hours in a given day**. If you need more than 10 hours of care per day on a consistent basis, you must complete an “**Extended Care**” form located in the office. By completing this form, you will be charged \$5.00 per day or portion thereof. If you do not complete an “**Extended Care Form**”, you will be charged **\$10.00 per hour or portion thereof** for any time over 10 hours each day.

Our staffing is based on our **10- hour core time** policy outlined in the parent handbook/contract upon registration. The only way we can continue to provide quality and safe care to each child and consistently stay within the teacher to child ratio is for all parents to follow our 10-hour core time policy.

We continuously try to work with our parents on a daily basis and we thank you for support, understanding and cooperation.

I can be reached at 301-372-0053 if you have any questions or concerns.

Sincerely,
Mrs. Angela Tolbert, Director

WORLD VIEW EARLY LEARNING CENTER
12700 S.E. CRAIN HWY
BRANDYWINE, MD 20613
301-372-0053



LUNCH PROGRAM POLICY

Dear Parents,

We thank you for participating in our lunch program. We strive to offer balanced and nutritional meals on a daily basis. Please read below to find out how you may continuously help the lunch personnel and team members provide a quality lunch service to your child on a daily basis.

Below, you will find answers to some of the most frequently asked questions about the lunch program.

IF YOUR CHILD IS EATING LUNCH ON A CONSISTENT BASIS

If you have not already done so, please pay for your child's lunch for the whole month on the first of each month.

LUNCH FEES:

AGE GROUP	MONTHLY	DAILY FEES
2 YEAR OLD	\$50.00	\$4.00
3-4 YEAR OLDS	\$60.00	\$5.00
Kindergarten & Up	\$70.00	\$6.00

IF YOUR CHILD IS ABSENT

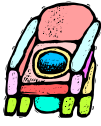
There are no refunds given. All food is ordered in bulk based on the number of students who are signed up for the lunch program.

HOW DO WE PAY FOR LUNCH?

Please pay via certified funds (Money order/ cashiers check) and place in a sealed envelope with your child's name on it. Place in the tuition box. **You may also pay with credit card.**

WORLD VIEW CHRISTIAN CENTER
12700 S.E. CRAIN HIGHWAY
BRANDYWINE, MD 20613
301-372-0053

Today's Date: _____



Dear Parents,

Some of the children in the two-year-old classroom are potty trained. Some are very close to being potty trained, while others are beginning to show signs of potty-training readiness.

The Center acknowledges the following **consistent** behaviors to let us know when a child is potty trained:

- *Able **to tell** the teacher when he/or she has to use the bathroom
- *No longer wets him/herself on a regular basis
- *Has bowel movements (regularly) in the toilet
- *No longer wears pull-ups

*Note: After the child (consistently) does the above, he or she is considered “**potty trained**”. While in the two's classroom, if a child digresses and begin wetting him/herself, there is a **\$5.00 fee per day** that is shared between the providers/teachers.

Please discuss with your child's teacher **prior** to putting your child in underwear. This will avoid unnecessary clean ups, soiled/stained carpet and classroom odor.

The following is what takes place during potty training time:

1. While awake, the child is taken to the restroom every hour
2. The child is shown the proper way to wipe him/herself
3. All children who are being potty trained will have the “**potty training section**” of the ***feedback sheet*** completed.
4. Every Friday, the children view a **potty training movie** to help with potty training success.

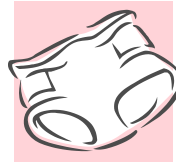
Please do not allow your child to wear **belts** or “**onesies**”. Those clothing/accessories hinder the potty training process. Also, all children being potty-trained, **must wear pull-ups with the snaps on the side.**

I can be reached at 301-372-0053 if you have any questions or concerns.

Sincerely,
Mrs. Angela Tolbert, Director

WORLD VIEW CHRISTIAN CENTER
12700 S.E. CRAIN HIGHWAY
BRANDYWINE, MD 20613
301-372-0053

Today's Date _____



Dear Parents,

This is just a *friendly reminder* that once your child has been in the two-year-old class **for two months**, there's a **weekly potty-training fee** that the teachers share for their hard work. Please see front office to make payment.

Effective today, your child's potty-training fee of \$_____ is past due. Please remit payment today.

Reminder, potty training fees are due **every Monday** for that week. Please deduct \$5.00 each day that your child is absent for that week.

We appreciate your cooperation.

I can be reached at 301-372-0053 if you have any questions or concerns.

Sincerely,

Mrs. Angela Tolbert, Director

SPECIAL NOTE: All children in the potty-training program must wear "Pull-Ups" with the snaps on the side. This is done for quick access. Thank you.

***SPECIAL NOTE#2:** Any child entering the 3's classroom who are not potty-trained, must pay the potty-training fee on the first day of class.

WORLD VIEW EARLY LEARNING CENTER
12700 S.E. CRAIN HWY
BRANDYWINE, MD 20613
301-372-0053



AUGUST 19, 2019



OCTOBERFEST

For the past twenty-two years, World View Early Learning and Christian Center has sponsored an annual "OctoberFest" to take the place of any Halloween activities. Octoberfest is that fun time of the year where the teachers, volunteers and some parents help with decorating their child's class to reflect a country, continent or an island. There is also buffet-style eating and fun festivities for the whole family.

In addition:

- **The October Fest Ticket:** Adults(11-up): \$10.00/ Child(5-10y/o): \$5.00/ (4-UNDER): FREE
- **1 Free Child Ticket:** All food (*Main Dish*) donations that feed at least 25 people (must be catered)
- **2 Free Adult Tickets And 2 Free Child Tickets:** Any donations of \$20.00 or more
- **50/50 Raffle Ticket:** \$1.00 per ticket
- **3 Secret Judges:** that will be walking to each class to pick the top 3 classes based on creativity, appearance, and evidence of student learning and participation

NOTE:

*Sign-up sheets will be placed in each classroom for parents to pick what they want to bring.

*If you would like to bring a Main Dish, it must be catered (**NO home cooked meals**)

*Desserts/Utensils/Paper plates/Cups etc. **Do not** count towards free tickets

This fun event will take place on **Friday, October 25, 2019** from **6:45p.m. until approximately 8:30p.m.** here at the Brandywine site. Please see your child's teacher if you want to make any donations, help decorate class or cater a Main Dish.

Please sign below indicating that you and your family will participate

..... **Return the bottom portion with payment by 10/1/19**.....

_____ My family will be able to participate in the OctoberFest. I am endorsing \$ _____

_____ My family will not be able to participate at this time

_____ I am available to volunteer

_____ I am available to cater a Main Dish (Sign up in child's class)

Parent's Signature

Child's Name

Today's Date

PRESCHOOL PROPOSED FIELD TRIP/EVENT SCHEDULE

2019-2020



SEPTEMBER

Charles County Public Library(Waldorf)
Grand Parents Day(Brandywine Site)

OCTOBER

Visit From Fire Department (Brandywine Site)
Pumpkin Patch (Upper Marlboro Md.)
Visit From Clear Water Nature Center(Brandywine Site)
OctoberFest (Brandywine Site)

NOVEMBER

Native American Museum (Washington, D.C.) *K4 through Academy
Food Drive (Brandywine Site)

DECEMBER

Publick Playhouse (Cheverly, Md.)
Pictures with Santa (Brandywine Site)
Toy Drive (Brandywine Site)

MARCH

Chuck E Cheese (Waldorf) *K3 through K4

APRIL

Watkins Park (Upper Marlboro)
Train Museum (La Plata, MD)

MAY

Family Place To Play (Waldorf)

The Center will be closed on the following days:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
 - 4th of July
 - Labor Day
- Thanksgiving Day and the following Day
- Christmas Day and the following Day