

INFANT / TODDLER



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

www.worldviewchristiancenter.com



September 2019

Welcome to our program!

As of September 3, 2019, our Infant and Toddler hours will be:

Opening: 6:30a.m.

Closing: 6:00p.m.

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:** 2's- Academy (*full or part time services*)
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 before the weekend.

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 or part-time (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 before the weekend.

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 maybe 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 ACCEPTED

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 registered 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

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.

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. 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).
- **INJURIES** – Any serious 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 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**.**

BREASTFEEDING POLICY

There are accommodations for parents who need to breastfeed their child(ren). The Breastfeeding will be done in the Directors Office. *Please see front office if you need to breastfeed 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.

INFANT/TODDLER SUPPLY LIST



- Milk/Juice
- Bottles(INFANT)
- Plastic Drinking Cup (TODDLER)
 - Lunch/Snack
 - 2 Change of Clothing
 - Thin Toddler Sized Sheet
 - Thin Toddler Sized Blanket
 - Baby Lotion
 - Wipes
 - Diapers
 - Bibs(Disposable or Velcro)
 - 1 Container of Clorox Wipes

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

Stuffed animals aren't allowed at the center



SCHEDULE OF DAILY ACTIVITIES

INFANT PROGRAM



6:30A.M.- 8:00A.M.	Receiving Children. Early Morning Feedings and Diaper Changes
8:00A.M.-9:00A.M.	Music Time, Songs and Exercises
9:00A.M.-9:15A.M.	Special Sensory Experiences (Looking in Mirror, Touching, Manipulative Play, Story Time and etc.)
9:15A.M.-9:30A.M.	Pamper Changes
9:30A.M.-10:15A.M.	Feedings
10:15A.M.-11:00A.M.	Outside Play Time or Indoor Play Time
11:00A.M.-2:00P.M.	Nap
2:00P.M.-3:00P.M.	Diaper Changes/Feedings
3:00P.M.-3:35P.M.	Large Motor Development (Practicing controlling head, balancing, Standing (w/Assistance)
3:35P.M.-4:00P.M.	Small Motor Development (Practicing Holding Objects, Imitating What The Teacher Says in Coos and does, MAKING Raspberries and etc.)
4:00P.M.-5:00P.M.	Clean-up Time/ Diaper Changes/Feedings
5:00P.M.-6:00P.M.	END OF THE DAY/ PICK-UP BY 6:00P.M.

SCHEDULE OF DAILY ACTIVITIES

TODDLER PROGRAM



6:30A.M.- 8:30A.M.	Receiving Children, Diaper Changes, Feedings and etc. (Individualized Time with the children) *Story Time
8:35A.M.-9:30A.M.	Exploratory Time (Blocks, Manipulative Toys, Toddler Games)
9:30A.M.-9:45A.M.	CIRCLE TIME Letter, Shape, Color, Number Recognition, Puppetry, Toddler Games, Learning (basic) Bobby Parts)
9:45A.M.-10:00A.M.	INDIVIDUALIZED Care Time (Teacher spends one-on-one time with Each child while the other children are exploring the environment).
10:00A.M.-10:30A.M.	Hygiene/ SNACK /Diapering
10:30A.M.-11:20A.M.	Outside Play Time (If weather permits) or Indoor Play Time
11:25A.M.-12:30P.M.	Hygiene/ LUNCH /Diapering
12:30P.M.-2:30P.M.	Nap Time (Please rub children backs during this time to help settle them)
2:30P.M.-3:20P.M.	(Wake up song) Diapering/Hygiene/ SNACK TIME
3:20P.M.-4:25P.M.	Outside Play Time (Weather permitting/Arts n' Crafts, Exploratory Play)
4:25P.M.-4:35P.M.	Story Time
4:40P.M.-5:10P.M.	Structured Play Time (Toddler Games/Story Time)
5:10P.M.-5:30P.M.	***INDIVIDUALIZED TIME*** / Diapering, Hygiene and snack
5:00P.M.-6:00P.M.	END OF THE DAY/ PICK-UP BY 6:00P.M.

*Approved educational Videos are permitted on **Friday's** (not to exceed 30 minutes at one sitting). One-hour max for the day! *Note: This schedule is a guide that should be followed on a daily basis. However, there are times that the schedule should be adjusted to meet the growing needs of each child. **Please see Site Administrator or Director before making any changes to this schedule.** Thank You



WORLD VIEW

MICROWAVING RULES

NEVER WARM A BOTTLER IN THE MICROWAVE

1. PLACE A BOWL (HALF FULL) OF WARM WATER IN THE MICROWAVE. MICROWAVE FOR **45 SECONDS**.
2. IF MILK WAS IN REFRIGERATOR, PLACE BOTTLER OF MILK IN THE BOWL OF WATER FOR **30 SECONDS**.
3. SHAKE THE BOTTLE UP AND DOWN FOR ABOUT 3 SEONDS
4. HOLD BOTTLE IN A DOWNWARD POSITION AND LET A FEW DROPS OF MILK DRIP ON THE INNER SIDE OF BARE WRIST.
5. MILK SHULD BE WARM TO TOUCH. IF IT IS STILL COOL TO COLD, PLACE IN BOWL OF WATER FOR **10 SECONDS**. SHAE BOTTLE FOR ABOUT **2 SECONDS**. HOLD BOTTLE IN A DOWNWARD POSITION. LET A FEW DROPS FALL ON THE INNER SIDE OF YOUR BARE WRIST. IF MILK IS TOO COLD. PLACE BACK IN WARM WATER FOR 10 SECONDS AND FOLLOW THE DIRECTIONS IN **#5**.

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

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



Januray,5, 2018

INFANT AND TODDLER 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 \$10.00 per day or portion thereof. If you do not complete an “**Extended Care Form**”, you will be charged **\$15.00 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.



DAILY FEEDBACK SHEET

CHILD'S NAME: _____ Date: _____ TIME IN: _____ TIME OUT: _____

I eat every _____ hours.

Ounce per bottle? _____

	TIME	FOOD	DRY	WET	BM
6:30					
7:30					
8:30					
9:30					
10:30					
11:30					
12:30					
1:30					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					

EATING HABITS

B	L	S	
			Ate all his/her food
			Ate most of his/her food
			Ate some of his/her food
			Ate none of his/her food

DRINKING HABITS

B	L	S	
			Consumed all liquids
			Consumed most liquids
			Consumed some liquids
			Consumed no liquids

Social/Emotional

____ Shared toys/Books etc.
____ Child participated in most activities

Daily Activities

____ Child Participated in all activities
____ Child did not participate in any activities

SLEEPING HABITS

____ Child slept through nap ____ Child slept approx. ____ min ____ Child did not sleep

TEACHERS COMMENTS:

YOUR CHILD IS IN NEED OF

*CLOTHING *WIPES *FOOD * MILK *PAMPERS *LOTION *BIBS *PACIFER *SHEETS/BLANK

Parent's Signature

Teacher's Signature

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