



Learning Centers Management

*"Where caring and learning
go hand in hand..."*

PARENT HANDBOOK

Rev 05/2017

IMAN LEARNING CENTER
301.972.5789

KID'S TOWN LEARNING CENTER
301.972.6599

KID'S VILLA LEARNING CENTER
301.874.9100

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WELCOME

We welcome you and your family to Learning Centers Management (LCM), a Maryland State Department of Education licensed center, and look forward to supporting you in your role as parents. We value the uniqueness of each family and will make every effort to meet your individual needs. While LCM is primarily for your child, it is your school also. We encourage you to participate in our programs, invite you to observe our classroom settings, and enjoy an impromptu visit. We hope that you will find LCM to be a wonderful place that continues to strengthen your relationship with your child.

As with any service organization, however, we must set forth policy to promote the

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common good and ensure compliance with state rules and regulations. This handbook is written as a guide to summarize helpful information and to highlight our policies. We encourage you to keep it on hand and use it as a reference, but it is not intended to take the place of open, personal communication. We encourage you to voice any concerns you may have to your child's teachers or to administration.

Mission Statement

At LCM, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Philosophy

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. The following principles serve as the foundation for our curriculum.

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.

In order to understand and plan according to the children's interest, we must first observe what his interests are throughout the day in as many activities as possible. We can answer questions about a child, such as, what makes him smile, happy, what keeps his attention, and what does the child most often do. By figuring out what the child's interest are, we provide opportunities for interactions and conversations to help the child learn vital communication skills.

We help children achieve their goals by offering children a variety of activities that aid in their intellectual and cognitive development. Children can actively explore various centers in their classroom through discovery, imagination and creativity. Teachers direct children through play in all areas of the curriculum, while providing a safe and secure environment. We value the uniqueness and individuality of the children and allow children to develop at their own pace.

We want children to feel welcome and respected in their "home away from home". We bring children's culture, home language and abilities into the classroom setting to create a culturally diverse environment for children. On the children's first day of school,

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parents will bring in family pictures and the teachers will display them on our family tree in the classroom. Families are invited throughout the year to participate in special events that showcase their culture. For example, we have an “International Night” in which parents can bring in their ethnic foods and customs to be shared by all. A Spanish teacher visits all of the classrooms on a weekly basis, singing, dancing, reading practicing how to express themselves in a language they are familiar with at home, Spanish. Parents and children feel at ease and more accepted by their peers and other families in the center. We embrace the diversity of our children to develop mentally, racially, and physically.

We provide open communication to all families and teachers through daily logs, monthly newsletters, mass emails, parent teacher conferences and face-to-face conversations.

EDUCATION

Staff Development

LCM’s teachers are highly motivated and dedicated early childhood professionals. All of our Lead Teachers are required to have a CDA (Child Development Associate), a two-year degree, or a four-year degree to teach at LCM. All of our Associate Teachers have the required licensing training requirements. All staff are trained in principles of child development, methods in early childhood programs, child guidance and inclusionary best practices. In addition, all teachers have Medication Administration and CPR and First Aid training. Each year our staff members complete at least twelve hours of continuing education through professional conferences and trainings. Our support staff also participates in ongoing training appropriate to their role at LCM.

We are committed to our staff and recognize them as vital components of a successful program for your children. We make every effort to ensure the work environment is pleasant and supportive of their needs. We value each staff member’s life experience and want to empower him or her as individuals. We support staff development and continuing education because we believe that adults who are learning bring that same enthusiasm for learning to the children.

Materials

Materials and equipment purchased for children in our program support their developing social skills and interest in adult roles, growing imaginations, increasing motor skills, and rapidly expanding vocabularies. We provide learning materials that are accessible on low shelves and shelves labeled with pictures and words to allow the children to put them away in the correct place. Our materials are developmentally and age appropriate and support the social, emotional, physical, and cognitive growth of children.

Our materials are appropriate for children of all abilities and are conducive to multiple modes of exploration. We ensure that books, dolls, toys, clothing, music and displays reflect the culture and ability of the children enrolled in the program. We provide books, some of which are in different languages and about different countries. We offer paint,

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paper and crayons in multicultural colors, and dramatic play outfits from different countries to name a few examples of our multicultural environment. Our materials are rotated on a weekly and/or monthly basis depending on the children's interests.

In conjunction with our curriculum, most of our classrooms are organized into centers. In Dramatic Play we have such items as dress ups, plastic foods, pots and pans, and dolls of different ethnicities. For the Science/Sensory area there is a sensory table with different materials for the children to manipulate. These materials include

magnets, nature items, sorting trays and sensory bottles and are periodically rotated. In Block Play there are several types of building blocks, cars, people, writing, and math. In our Language and Literacy areas we have soft seating and books in a variety of subjects and made of different materials. We also include books made by the class. The children have access to writing materials, paper and crayons to write letters and numbers. In the Math area there are math games, unifix cubes, numbers, beads and string, an abacus, and a balance and rulers to weigh and measure items. In our Art area we typically have an easel, paint in many colors, crayons and markers. Different types of Music are played throughout the day. Also, the children often play with musical instruments and sing songs.

At LCM we believe that play and fun are critical to learning. We also want the children to be excited about coming to the center. Accordingly, we try to incorporate into weekly themes and classroom items that interest the children. For example, if the children are talking about a Pizza Parlor then we make a Pizza Parlor prop box and place it in dramatic play. We also offer Spirit Days, Pizza Day, and interest-based activities and service based learning projects for our before and after program, among other things.

Curriculum

At LCM we utilize "*The Creative Curriculum*" published by Teaching Strategies. Creative Curriculum is an approved curriculum by the Maryland State Department of Education. It is theme-based and is divided into interest areas. We also use the Maryland State Voluntary curriculum to guide our planning. Lesson plans will be posted on the parent board each week.

Extra Curricular

Spanish is included in the tuition once a week. The Fun Bus and potentially other extracurricular activities may also be available for children to participate in at an additional cost. For more information please contact the office.

Development Screening

In accordance with state licensing regulations, we use a developmental screening tool "Ages and Stages" with each child. The screenings will occur in the first 45 days of the

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child's enrollment. We will share our findings with the parents. Our staff are trained in using the tool.

Child Guidance and Discipline Policies

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness.

Our philosophy on discipline is based on respect for the child. The key to success for children is in preparing a supportive learning environment and using selective intervention to guide children in their behavior. We believe that when the environment and activities are prepared, children can initiate their own play and exploration, and the need for teacher control is reduced.

Our policy in helping children gain self-control is to intervene and redirect energies before problems begin. Our positive discipline approach consists of redirection, choices, consequences, warnings, supplying language, and problem-solving. We cannot write enough guidelines to fit every child or situation. Therefore, each child is treated as an individual, and parents are expected to work as partners with LCM staff in helping the child practice self-discipline in the classroom.

When an unacceptable behavior begins to occur at LCM, the parents are asked to participate in a conference to develop a plan to correct the behavior in a positive way. The plan will depend on the child and the situation.

We recognize that children often respond to changes and situations they do not fully understand. It is important that you keep LCM staff informed of matters that may be affecting your child's behavior. In this way, we can offer support when they are at our school.

Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect and support. We are confident that you, as a parent, will give us that support.

Biting Policy

As we know, biting is a common occurrence among children who do not have language to express their feelings. We understand that biting is normal, but it is not an acceptable means of resolving issues. At LCM, we will take immediate action in the classroom as well as with the family regarding any biting incidents. Immediate action includes, but is not limited to, documenting the biting incident with an incident report for both parties involved, in addition to observing, shadowing, or separating the children. If a specific biting incident continuously occurs, and if we do not receive appropriate cooperation from the family, may elect to withdraw the child from our facility.

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PARENTAL INVOLVEMENT

We hope that LCM is one of many enriching experiences in you and your child's lives. Because we recognize that you are entrusting us with your most precious family member(s), we want you to consider LCM as part of your extended family. Consequently, you are considered an essential element in every facet of your child's activities at LCM. We strongly encourage families to participate and are encouraged to share their hobbies, talents and cultural backgrounds.

Parent-Teacher Conferences

Children's assessments are conducted throughout the year to provide parents with an overview of their child's developmental progress. Throughout the year, we conduct portfolio assessments, which involve the collection of multiple samples and repeated observations of the child's performance in naturally occurring situations. We also evaluate the child's developmental progress through notation during group as well as one-on-one interactions between the teacher and individual students. Parent-teacher conferences are also held biannually. Once in the fall and once in the spring. During these conferences, we take the time to answer any questions or concerns parents may have regarding their child's experience at the center. These conferences also enable parents and staff to work closely to meet each child's specific needs. Parents and teachers are also free to request additional conferences any time they wish. We utilize the information gathered during children's assessments and parent-teacher conferences to improve and to update an individualized curriculum for each child.

Parent Advisory Committee

The Parent Advisory Committee (PAC) is made up of parents who have children enrolled at LCM and are interested in sharing their opinions and supporting our program. At these meetings we brainstorm ideas for planning new events for students and families and discuss school-related topics. Minutes are sent out to all enrolled families. These meetings are held once a month at a mutually agreeable time and date for most parents. Meetings are held at the center. Child care is provided, if needed.

Resolving Parental Concerns

Occasionally, differences in philosophy or child-rearing practices may occur in the child care setting. All concerns about your child's care should be discussed promptly with a teacher or the administration to come to a resolution that will best support your child. Please feel free to request a translator at any time to communicate in your preferred language.

Classroom Observations

Parents are encouraged to visit their child's classroom for added insight into our programs. You are also welcome to schedule a follow-up discussion with teachers or

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administration to offer comments or suggestions.

Volunteer Program

We extend an open invitation to parents to observe or participate in their child's classroom whenever desired. Parents and volunteers are encouraged to accompany the children on field trips and offer assistance on special projects throughout the year.

Some suggestions for parental engagement include:

- Get involved in the Parent Advisory Committee
- Help with center events throughout the year
- Attend/ volunteer at school celebrations
- Volunteer on field trips
- Volunteer to visit the classroom to share a story.
- Share your culture by donating items, or give a presentation.

We also periodically use student volunteers who have been carefully screened and interviewed before working at the center. These volunteers interact only with children ages 3 years and older and are always supervised by a staff member. Volunteers are never counted in staff to child ratios and wear volunteer badges. They may help by playing educational games with children, providing homework assistance, or assisting with administrative tasks in the office. If you have any questions or concerns about our student volunteer program please feel free to speak with the Director or Assistant Director.

Parental Discipline Protocol

LCM asks that when you pick-up your children from the classroom, if you notice a situation that warrants disciplinary action, please notify the teachers in the classroom or administration. Please do not take it upon yourself to discipline any students in our care. Parents entrust LCM and our teachers to discipline students according to our policies.

Communication

LCM will be introducing **Kid Reports** starting in the fall of 2017 to keep you informed of your child's daily activities. This will replace the daily written activity sheets. Each day you will receive a daily email with pictures telling you about their day.

LCM publishes a monthly newsletter via email with upcoming events as well as a yearly calendar to keep you informed of our activities, and school closings. In each classroom there are student folders for parents to check on a daily basis. These folders may include completed artwork, projects, informational fliers, notes from teachers, reminders, curriculum information, etc. You will also find a weekly lesson plan of activities that your child will do during that week.

Around the center we have parent information boards. On the boards you will find, health alert notices, upcoming events, extra curricular information, lesson plans, snack and lunch menu, our center policies, community news, and state parent center

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regulated guidelines. Additional boards located at our Center entrance may include licensing information, how to apply for child care subsidy, and a copy of our Center License.

We also send email blasts once a week to help keep parents abreast and as a friendly parent reminder.

Our Center can also be found on Facebook.

ENROLLMENT

Closings

- New Year's Day
- Presidents Day (Professional Development Day for staff)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Shortened hours Day after Thanksgiving (8 a.m.- 4 p.m.) must sign up
- Christmas Day
- Professional Development Day in August (ample notice given)

We are open from 6:30 AM until 5:30 PM the day before, Christmas Eve, and New Year's Eve. In the event of inclement weather or a natural disaster, we will follow our inclement weather policy.

We do not reduce or prorate tuition for holidays, vacations, inclement weather, or illnesses.

Inclement Weather Policy

We make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff, while still meeting families' needs for child care. We make every effort to communicate a decision to close or delay opening as quickly as possible. Decisions are announced no later than 5:45 a.m. There are several ways to learn about center closings or delays: website posting, e-mail, and recorded phone message.

If the program closes early, you will be notified by phone and e-mail as well as a posting on our website. It is imperative that you arrange to have your child picked up as soon as possible in the event of an early closing. Staff will stay until all children are picked up.

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DAILY PROCEDURES

Daily Sign-In and Sign-Out

Sign your child in and out each day. Sign-in sheets are located by the front entrance. When you bring your child to school, you also certify that to the best of your knowledge, your child is in good health and can participate fully in all activities. Please have your child **wash their hands** when entering and leaving the classroom to help prevent the spread of germs.

Parents are required to accompany their children into their classrooms. It is important that children are aware that their parents are leaving. While this acknowledgement may result in an occasional emotional upset, parents should take comfort in knowing that such separation anxiety usually ends by the time the parent reaches the front door.

Parents are required to list the name, address and phone number of each person other than the parent who is authorized to care for their child in an emergency. Parents or any other person designated to pick up a child must be prepared to show picture identification to LCM staff. Children are not released to any other person not named on the emergency card, unless we have prior written request from the parent. Children are not released to anyone younger than eighteen years old unless specified in a letter that is signed by the parent.

Absences

If your child will not be at school, please contact the office by phone or email to let us know. We will relay the information to your teacher. Payment is still required for days absent.

Visitors

Parents and other authorized family and friends are always welcome at LCM. We do encourage you to consider the children and their work and ask that you enter their classroom with quiet respect.

Birthdays and Other Parties

Every child's birthday at LCM calls for a special celebration and parents are encouraged to join in the festivities. For example, parents are welcome to bring special treats in recognition of a festive occasion, but we request advance notice.

Also, because we are a **nut-free facility**, please limit your celebration to a simple, store-bought snack and/or drink at our scheduled snack time. Unfortunately, we cannot allow gift exchanges, piñatas or excessive food.

Sleeping Arrangements

After lunch, restroom use, and hand washing, the children will take a nap or rest

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quietly on their individualized cots. After forty-five minutes of resting quietly, those children who are not asleep may read a book for the duration of the rest time. The classroom will resume scheduled activities once the majority of the children in the classroom are awake. We ask that you please take your child's sheets home each Friday to be washed and returned.

Clothing

Please be sure that your child's name is clearly marked on all articles of clothing and sheets etc. so that we can minimize the loss of personal belongings. In the event of a missing item, please notify us promptly. Unclaimed items are donated to charity.

Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waist bands, etc.) and appropriate for "messy" activities, such as creative arts and outdoor recreation. Clothing that comes on and off easily, without adult help, gives your child added confidence and avoids toileting accidents. Closed-toe shoes, sneakers or other soft-sole shoes are advised for the prevention of injuries.

We ask that infants, pre-toddlers, and toddlers have two changes of clothing and a supply of disposable diapers and wipes. In the infant/toddler rooms the children will need to have a pair of "**indoor shoes**". These are shoes that are only worn inside the classroom and are an accreditation requirement. Preschoolers should have one change of clothing. A sweater or jacket should be brought to the center during the winter months for all children.

Personal Belongings

It is difficult for young children to share toys and personal belongings with other children. Likewise, it is difficult for the staff to monitor all the many belongings children might bring from home. As a result, with the exception of show-n-tell, please leave all toys, food, gum, pets, and money at home. Personal items for naptime at LCM should be limited to a pillow, sheets and blanket, naptime toy for resting. Children are encouraged to bring a book for the teacher to share during group times.

Toilet Training

When the parents, teachers and the child are ready to work on toilet training, we all work on it as a team. The teachers and parents will discuss training procedures on an individual basis. Please bring several changes of clothing. Children typically must be toilet-trained before entering the three's room.

FINANCIAL POLICIES

Tuition

Tuition is due and payable each Monday for that weeks care. A late charge is added thereafter. Payments can be dropped off in the tuition box outside the director's office.

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If an unforeseen emergency arises that prevents you from paying your fees as agreed, you must contact administration as soon as possible. Repeated late payment will be cause for your child to be dropped from enrollment.

Registration

When you register your child, you will pay the non-refundable registration fee, annual activity fee and deposit. This will also guarantee your child's position at LCM. The deposit is credited back to you upon receipt of your written two week withdrawal notice. If such withdrawal notice is not given, the deposit is forfeited. LCM families may be subject to annual tuition increases.

Discounts

Families enrolling multiple children will receive a ten percent discount off the tuition rate of the oldest child. In appreciation to our country's service military families both In active and active will receive a five percent family discount.

Withdrawal/Program Changes

Should it become necessary to withdraw your child from LCM, you are required to give two week written notice to administration. Your last week's tuition will be applied at this time. Otherwise, you are required to continue to pay tuition for two weeks after notification of withdrawal, regardless of your child's attendance in the program.

Extra Charges

Extra days beyond the enrolled program time period are billed at the drop-in rate and are due with your regular weekly tuition payment.

Punctuality is a crucial element in the operation of our center, and we ask for your cooperation in adhering to these hours. Also, please be conscientious of your child's schedule. Late pick-up fees are one dollar per minute. These fees are due the following day before your child may be dropped off in the morning.

Additional charges may be assessed for field trips, shirts, extra-curricular activities, photography etc.

HEALTH

Allergies

If your child has allergies please ensure that you have included that information in your enrollment forms. An "Allergy Action Form" must be completed. This will inform the administration and staff of the steps to take if your child should come in contact with an allergen.

Immunization Requirements

In accordance with state licensing requirements, each parent must submit a doctor's

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certificate and immunization record upon enrollment. These records are kept on permanent file at the center and must be updated as your child receives immunizations.

Medicine

Each day that a child is required to take medication at LCM, parents must complete a Medication Authorization Form. According to state licensing requirements, the medication must be kept in its original container and clearly state the following information: the child's name, doctor's name, prescribed dosage, time to be given, and date. For over-the-counter medications, licensing standards state that we must administer the medication in amounts according to the label directions or as amended by a physician in writing. LCM houses all medications in a secure place, well out of reach of children. We maintain dated records, the amount of medicine dispensed, and the name of the staff person who administered the medication for one year. We also provide refrigeration when necessary. Medicines are returned to you or properly disposed of when they are no longer required by your child.

Illnesses

While we take precautions to protect your child against illness, most children experience a normal number of infections and illnesses throughout the year. In such cases, we provide a quiet, calm place for your child to rest in the classroom or the reception area until your child is picked up. We also notify you if it is necessary to take your child home or to the doctor. State licensing regulations state it is necessary for a child to leave the school if they have a fever of 100.4 degrees or higher, or if they experience diarrhea and/or vomiting.

In addition, we also ask that your child be **symptom free for 24 hours** without medication before returning to school.

Should your child become exposed to an infectious disease at LCM, we will notify you promptly. In return, we request that you report to us when your child has been exposed to or diagnosed with a particular infection or disease.

Keeping Records Current and Confidential

To provide emergency medical care to children at LCM, we require signed authorization by each child's parent or legal guardian. This form contains vital information about each child, such as parents' office and home phone number and addresses; and the name, address, and phone number of the child's physician. This form must be kept current and on file as long as the child attends LCM. Please notify us of any changes. We will request updated contact information on an annual basis.

Children's files are stored in the front office. All child and family information will remain confidential unless a legitimate need exists to share such information. Furthermore, this information will not be disclosed to relevant persons without written permission by a parent or guardian.

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Nutrition

Good nutrition is an essential ingredient in our child development program. LCM serves a morning and afternoon snack. Lunch is provided at each location. Additional charges may apply. Each snack is planned to meet a child's nutritional requirements and is presented in an appealing manner. LCM provides snacks that include whole grains, fresh fruits and/or vegetables, and limits fat, sugar and salt in food served by the program. We serve whole milk to the children under 2 and 1% to the older children with snack and lunch. For children in our infant classroom, parents must provide all food (i.e., formula, breast milk, table foods, jar foods, snacks).

LCM Encourages Mom to Breastfeed:

LCM provides a designated space for breastfeeding moms. The area includes a rocking chair, access to water, an electric outlet, and privacy which enables mothers to breastfeed their child. Parents have the right to breastfeed or provide breastmilk for their child.

FOOD ALLERGIES:

LCM is a **Peanut, Tree Nut Free Facility**; because we are a **nut-free facility**, we ask that any food brought from home be **nut-free**. We utilize mealtime to instill in children at an early age the long-term benefits and the joy of healthful eating habits. All meals are served in the classroom. Whenever possible teachers eat with the children in a family-style manner. We encourage parents to drop by for lunch with their children.

Outdoor Recreation

Outdoor recreation for fresh air and exercise is scheduled twice daily, weather permitting. Each playground has developmentally appropriate climbing structures for each age group. A park-like playground is aesthetically pleasing as well as conducive to normal muscle development and creative use of space. Your child is given the opportunity to climb, balance, stack, and simply enjoy nature. In addition, the children enjoy playing ball, participating in group games, and experiencing a variety of textures. The school ages will take trips to the parks throughout the year. Parents will need to sign the annual permission slip to allow the children to go. The children may take walks away from the building on the sidewalk out in front of the school when it is too wet to play on the playgrounds or to incorporate themes to enhance their curriculum. The infants will be strolled in the stroller and the toddlers, twos, and three year olds will hold the rope or the teacher's hands.

Sunscreen

Please apply sunscreen to your child in the morning and the staff will apply it in the afternoon. You will need to fill out a permission slip for us to apply it and you will need to provide the sunscreen.

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Children with Special Needs

At LCM, we believe that every child should have a successful and meaningful experience. We will do everything we can to include every child; however, administration and the parents will work together to decide if we are able to accommodate a child with special needs. Upon enrollment, we would like a copy of your child's IEP, or any other individualized plans to enable the teacher to tailor your child's curriculum regarding any disabilities or other special learning needs.

SAFETY

Licensing

LCM is licensed by the State of Maryland and adheres to rigid enforcement of regulations that meet or exceed the minimum standards in child care. These standards relate to our physical facility, staff, health and safety procedures, nutrition, and record keeping. The center undergoes regular health inspections by the city and state, and fire and licensing departments. We support high standards in child care, as they are in the best interest of the children in our care. You can find the regulations at http://marylandpublicschools.org/MSDE/divisions/child_care/docs/Subtitle_16_Centers_COMAR_Online.pdf

and the **Parents Guide to Regulated Care @**

http://marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/parent_guide.html

Field Trips

Information regarding the field trips will be presented in your child's monthly classroom calendar and in your Thursday folder. This sheet serves as a permission slip to allow your child to attend the field trip. This sheet will need to be signed and initialed for your child to attend the field trip. During field trips, the teacher and the bus driver will have cell phones to call for help whenever necessary and first-aid kits to address any injuries.

Physical Facility

To ensure the security of the children at LCM, administration is readily available at the front door to greet incoming guests. If administration does not recognize a guest, the guest will be asked to provide a photo identification card before he will be allowed to proceed through the building. All of our playgrounds are enclosed by vinyl fences with safety latches. Each classroom is designed with safety features, including two exits. LCM maintains high standards in health, hygiene, cleanliness, and comfort. To provide a nurturing environment, we are equipped with appropriately sized furnishings, playground equipment, and bathroom fixtures designed to help your child develop self-reliance skills.

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Injuries/Accidents

If your child is hurt while at LCM, a injury/accident form will be filled out. Depending on the severity of the incident, the parent will either be contacted by phone or informed at time of pick up. The parent will need to sign the form. If you would like a copy of the form you may ask the teacher to make you a copy.

Key PAD entry system

Each enrolled family will be given a key pad number which will allow them to enter the facility. Please don't allow anyone to enter the building with you.

Photos

LCM has a strict policy that prohibits teachers and staff from taking pictures of children for purposes other than those outlined in the Photo Release Form or for sharing with families as appropriate. Parents also have the option of restricting this, which should be indicated on the Photo Release Form in your child's file

Emergency Preparedness

In accordance with the Maryland State Law, LCM conducts fire drills on a monthly basis. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions during fire drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

In the event of a disease outbreak, LCM will contact the Health Department and proceed according to their instructions. In the unlikely event that LCM has an intruder/volatile person, we will contact the local police department and follow their instructions.

In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter to wait the arrival of a parent or guardian. In the event of such an emergency, the administration of LCM would notify each child's parent. In the event of inclement weather or a natural disaster (floods, tornadoes, hurricanes, etc.), we will follow our closing policy.

Parents may review more details regarding our Emergency Preparedness Plan upon request.

Anti-Bullying

LCM takes matters of bullying very seriously and is committed to a safe and civil educational environment for all children, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written,

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verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawings, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies or classroom rules. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy. In cases of bullying, our disciplinary policy will be followed.

Maryland EXCELS

Maryland EXCELS is a voluntary Quality Rating and Improvement System (QRIS) designed to meet the needs of both families and child care programs. Maryland EXCELS recognizes the accomplishments of early childhood and school age programs and providers, offers information to families on choosing quality child care, and articulates to the public the level of quality in early and school-age care and education programs.

Maryland EXCELS awards ratings through five progressive check levels that define a pathway to excellence. When a program joins Maryland EXCELS, the program has made a commitment to continuous quality improvement. This rating system helps Maryland achieve the following goals:

- To recognize early childhood and school-age child care programs of all kinds that provide high-quality care and education;
- To encourage programs to increase the level of quality they provide and to define a pathway to help them achieve excellence; and
- To provide families with information and choices about high-quality early childhood and school-age child care options.

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MSDE ACCREDITATION

Accreditation is a method by which a program demonstrates to an outside organization or agency that the program is meeting the quality standards set by that organization. MSDE recognizes several different accrediting agencies as aligning with the overall mission and high standards for child care programs and providers in the state of Maryland.

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IMAN LEARNING CENTER
301.972.5789

KID'S TOWN LEARNING CENTER
301.972.6599

KID'S VILLA LEARNING CENTER
301.874.9100