



Faith Child Care Center

EARLY LEARNING CHILDCARE PARENT PACKET

Dear Parents:

Faith Child Care Center, would like to welcome you to our center. Our center is dedicated to the care and well being of our children. We are here to provide a loving safe haven where your child can grow and learn in a positive way.

The parent packet is your guide to utilizing our services; it will answer your questions and offer you first hand knowledge of our program. Please feel free to visit us on the web at www.FaithChildCare.net or ask us about any issues presented in the following pages.

We look forward to working with you and your child (ren).

Sincerely,

Lisa Seegers
Lisa Seegers, Director

Our Philosophy

Since 1990 it has been our philosophy to educate and direct children in a loving manner. We believe that each child is unique in personality, learning styles and interest. We begin with age appropriate curriculum and an environment that encourages children to learn, play and explore. We believe that for a child to feel acceptance and love, that our program must blend and enhance that child's family experiences such as home language and cultural background with their experience in the center. With this, family participation is encouraged to enhance the quality of the experience for the child. We embrace multiculturalism and encourage acceptance that we are all different but the same. Our endeavor is to provide an environment which nurtures self esteem and to provide a learning environment that will produce a happy well-rounded child.

Faith Childcare is an Inclusive facility, inviting all children to participate in our child care program.

We maintain and commit to:

- Providing equitable care to all children including children with special needs and disabilities.
- Appreciating and valuing individual differences
- Assisting in providing experiences that build skills and confidence.
- Using positive behavioral strategies by understanding the individual needs of all children enrolled.
- Intentionally planning ways to help each and every child be successful, regardless of his or her ability levels.

Hours Of Operation

Monday - Friday

7:00 AM - 5:30PM

Childcare may be provided up to an hour before or after closing upon request.

(additional fees may be apply)

Faith Childcare Staff

Each member of our staff are trained and dedicated professionals. Our preschool teachers are diplomatically certified educators with over 10 years of teaching experience. Our staff is required to complete an additional 12 hours per year in Childcare Education from the Maryland Child Resource Center. Each instructor also maintains current certifications in CPR & First Aid

Closings

Inclement Weather

The center will go under Federal Government codes, and Prince Georges County Schools. When Federal Governments closes for inclement weather our center closes also. When Prince George's county schools closed for inclement weather, the center will be close also. If the federal Government has an early dismissal for inclement weather our center will close four hours early. For all other inclement weather closings, the director will use safety precautions. Please call the center by 4am. To hear openings and closings time. The center will be closed for one week during the summer season and the last week of the year.

Trainings

The center will be closed for staff training as needed, ample notice will be given.

Holidays: The following holidays will be observed (The center will be closed)

Center Closed	Center Closed
New Year's Day	Labor Day
Martin Luther King Jr's Birthday	Columbus Day
President's Day	Govt. Election days
Easter Monday	Thanksgiving
Good Friday	Day after Thanksgiving
Memorial Day/ Veterans Day	Christmas Eve
Independence Day & Juneteenth	Christmas Day

Admission Procedures

We encourage all parents to visit the center prior to enrollment. Enrollment forms will be given to parents upon enrollment. Each form, including contractual agreement must be completed, signed and returned, before your child may attend. Your child's health Inventory and Immunization certificates are required to be completed and signed by the child's pediatrician. Personal copies of immunization record are not accepted. Children are required to visit the center at least once before enrollment.

We operate under an "open door" policy in which we welcome parents of enrolled children at any time during business hours.

Daily Procedures

Arrival and Departure: Parents are required to escort their children into the center. Parents are responsible for signing children in and out on the daily attendance sheet provided. Upon arrival and departure please refer to the parent information board or any notice above sign in sheet for important information. Only persons authorized on the emergency contact card will be allowed to pick up a child. Should anyone who is not provided on the emergency contact card arrive to receive your child Faith Childcare will require identification and verification from a parent before your child can be released. Parents will be contacted for verification.

Attendance: We ask that parents please call the center if your child is not attending on a particular day. Please notify the center if your child is going to arrive after 10:00 am. No child is permitted to come to the center after 12:00 pm unless with a doctor's note. No exceptions

Payment Schedule

Weekly payments are due no later than the closing of Friday for the following week. Payments are due regardless of absence. We accept cash, checks, money orders, credit, debit and child care subsidies. **All returned checks are subject to a \$50.00 return fee. After one return check from client, Faith Child Care will only accept checks through Telecheck payment system.** Partial payments are not accepted. All electronic payments are subject to a \$3 service charge. Otherwise, place your tuition in the payment box within a seal envelope labeled with your name and amount. Envelopes will be in the receiving area if needed. Please do not give your payment to any staff member. If center is closed for inclement weather, parents are still responsible for payment. Payments will be due when the center reopens from inclement weather.

Tuition & Fees

Tuition rates vary based upon age of child and service to be provided. Please refer to director for information on tuition prices.

Part time rates upon availability: 3 days a week minimum, \$85.00 per day. Three or more days are considered full time.

Late dismissal fees:

The center closes at 6:00 pm. A late fee of a two dollars per minute will be charged, per child payable upon arrival to the staff present.

Drop in fee: \$85 a day.

Registration Fees: \$85.00 (per child) -Non Refundable

Book Fees: TBA

Late Payments Fee

Tuition is due in full on Friday for one or two weeks in advance. A \$20 late fee payment will be assessed each day tuition is late. If your child misses any day of the week, payment is still due for the full week. Non-payment of tuition for prolonged illness will be at the discretion of the director.

Vacation

Parents are responsible for 75% of payment when taking vacation. Vacation payments are due in advance.

A written notice must be given to the director 14 days in advance. The center will be closed for winter vacation (the week after Christmas) and summer vacation (one week in the summer) in which a two month notice will be provided .

Parents are responsible for 75% of the payment. Payments must be made before the last day of closing for vacation.

Medicine

Medicine may be administered depending on the circumstance, please do not send medication with your child to school without notifying the director first.

Sick Children

Due to licensing regulations, we cannot attend to sick children. Please do not bring children to the center ill. Please notify the center if your child becomes ill with a communicable disease or illness. If a child exhibits symptoms of illness or cannot function in the group program, we will immediately notify the parent

Withdrawal

Parents must give two weeks written notice of withdrawal to the director. All tuition payments must be current.

Reason for termination: (your child will be withdrawn from the center)

- If the behavior of the child is hurtful towards others.
- If the behavior of the child prevents the majority of the children in the group from receiving the benefits of the program.
- If the child is repeatedly picked up after closing.
- If the parent fails to pay the tuition on time as agreed.
- If the center determines that our program cannot meet the needs of the parent and the child.

The withdrawal will be initiated after consultation with the parent.

Parent Teacher Communication: In helping to provide a consistent, stable atmosphere at home and at school, it is necessary to keep good communication between the school and home. A parent conference with the center director should be scheduled at least once a year pertaining to the development of each child. In order to request and schedule a conference, please email Landoverchildcare@comcast.net specifying your availability. Additional conferences may be scheduled if necessary.

Positive Behavioral Practices Policy

We take many steps to build positive relationships with the children and families in our program.

Our staff uses a variety of strategies to encourage children's positive behaviors and help children avoid negative behavior. These strategies include modeling positive language and actions, encouraging the children to describe their feelings, always acknowledging positive behavior and pre-intervention of negative behavior or situations.

Providing Choices

We offer children choices as a way to encourage positive behavior. By providing options that cater to the child's interests we are able to guide positive behavior responses as opposed to negative ones.

The children have multiple opportunities to make choices on their own throughout the day. For example, Children are given chances throughout the day to make choices on their own. They are given a chance to independently choose learning centers and learning materials within those centers during center play and free play. Our children are also given food options during meal times, choices between literary works during story-time and choices when positively and effectively resolving conflict.

Redirection

We use Verbal Redirection to distract the child away from inappropriate behavior guiding him or her to a more appropriate behavior or activity. (For example; Should a child become loud during an activity; a staff member could suggest that the child practice using a "whispering voice which in return redirects the child to a calmer state.)

We use Physical Redirection when other methods of guiding positive behavior have failed. With this, a staff member gently places a hand on a child's shoulder while giving a simple direction guiding the child to more appropriate behavior.

Visual Cues are used to aid in the redirection. While maintaining eye contact with the child our staff uses pictures, and hand gestures such as pointing to reinforce the redirection.

Redirection with Attention is very helpful when guiding positive behavior. When this method is used, a staff member will praise a child who is modeling positive behavior in order to inform children who are modeling inappropriate what is expected to receive praise.

We maintain to provide children with choices, clear rules and expectations as well as reflection and problem solving when guiding positive behavior to ensure our children thrive within the program.

Screen-Time Policy

Screen time is not allowed our children unless necessary for educational purpose. Faith Childcare center doesn't not allow any screen-time for children under the age of 2 years. We do not permit students free use of television, tablets or computers, however the children are allowed receive "tech-time", once a week for 25 minutes. During this time our children complete online lessons from www.abcmouse.com and RMB learning Application. Our children are NOT permitted to use YouTube or any other social media sites unless it pertains to a specific lesson plan.

Preschool Program

Learning can never be too much for our children. We believe that children learn through play. Our program consists of daily Activities focused on Phonics, math concepts, social interaction, art, dramatic play, music, dancing, and kindergarten reading readiness. We use tools and materials that spark an interest in learning in our children. Our program also allows our children access to learning centers that include the use of materials focused on Science, Technology, Engineering, and Math. Our goal is to help each child master the skills needed to excel in their academic career and life. We encourage children to develop their imagination and creativity, to increase their ability to plan and, work independently. By painting colorful pictures, singing, dancing, and role-playing with their friends, children learn to express their thoughts, ideas, and feelings in new creative ways.

Daily Schedules: the following schedule may fluctuate, depending on the day.

Preschool Schedule

the following schedule may fluctuate, depending on attendance

(2 - 3years)

7am-8:15am- Breakfast

8:15am-9am - Manipulative toys only (puzzles, stem building toys, counting blocks ect.)

9am-9:15am- Bathroom Break

9:15am-9:30am- Music and Dance

9:30am-9:45am- Circle Time singing

9:45am-10am- Morning Snack

10am-10:10am- Bathroom/ Separation Transition

10:10am-10:20am- Spanish Vocabulary

10:20am-10:50am- Center Play /Outdoor play

10:50am-11:00am - Clean Up

11:00am-11:20am-Structure Time

11:20am-11:30am- Wash Time/ Bathroom Break

11:30am-12pm- Lunch Time

12am-12:15am -Wash Time/ Bathroom Break

12:15am-12:30 am - Wind Down / Storytime

12:30pm-3pm-Naptime
3pm-3:30pm- Wash Time /Clean Up /Bathroom Break
3:30pm-4pm- Snack time
4:00pm-4:15pm- Clean Up
4:15pm-4:30pm-Story Time
4:30pm-5:00pm- Manipulative toys (puzzles, stem building toys, counting blocks)
5:00pm-5:30pm- Daily Review /Dismissal
*****Alt. Weather Permitting *****
4:30pm-4:45pm - Daily Review
4:45pm -5:30pm - Outdoor Play (dismissal from playground)

(4-5 years)

7am-8:15am- Breakfast
8:15am-9am - Manipulative toys only (puzzles, stem building toys, counting blocks etc.)
9am-9:15am- Bathroom Break
9:15am-9:30am- Music and Dance
9:30am-9:45am- Circle Time singing
9:45am-10am- Morning Snack
10am-10:10am- Bathroom/ Separation Transition
10:10am-10:20am- Learning Board Review /Group Discussion
10:20am-10:30am- Spanish Vocabulary
10:30am-10:40am- Stretch/ wiggle break
10:40am-11:10am -Structure Time
11:10am -11:15am - Bathroom Break / Transition to Play Area
11:15 am -11:50am- Center Play / Outdoor Play
11:50-12:00pm - Center Cleanup & Wash time
12:00pm-12:30pm - Lunch Time
12:30pm-12:45- Lunch Clean up & Bathroom Break
12:45 pm-1:00pm -Storytime
1:00pm-3:00pm- Naptime
3:00pm-3:30pm- Wash Time /Clean Up /Bathroom Break
3:30pm-4:00pm- Snack time
4:00pm-4:15pm- Clean Up
4:15pm-4:30pm-Story Time
4:30pm-5:00pm- Manipulative toys (puzzles, stem building toys, counting blocks)
5:00pm-5:30pm- Daily Review /Dismissal
*****Alt. Weather Permitting *****

4:30pm-4:45pm - Daily Review

4:45pm -5:30pm - Outdoor Play (dismissal from playground)

Curriculum Statement

Faith Childcare center's preschool curriculum and lesson planning is guided by Maryland Early Learning Standards. By implementing a curriculum aligned with these guidelines we our children are able to learn from a curriculum that is inclusive to all backgrounds and cater to their interests and learning styles. Our curriculum covers all domains of learning within the Maryland Early Learning Standards. These learning domains include Language and Literacy, Mathematics, Social Studies, Science, Health, Physical Education, Fine Arts, and Social Foundations.

Lesson Planning

We begin with Lesson plans that include age-appropriate activities reflective of the children's interests and skills. Our lessons are planned provide children the opportunity to participate in Domain-based activities. These lessons provide opportunities for whole group, small group and individual learning experiences that include literacy, and reading opportunities. We also ensure that our children have adequate time for transitioning in between these activities. By gathering information about each individual child through observation, and families about their children we are able to address each child's developmental needs. Lessons may include Information from an IFSP/IEP, if provided.

Observation Practices

Our program uses observations to monitor the children's development. Children are observed daily, in which staff records these observations electronically. These observations are stored within the center's electronic files and used to learn more about the children in our program in order to plan their lessons and monitor developmental progress.

Within our program, observations are conducted by designated staff working within a specific age group. Observations are conducted during various domain based center play and activities. We use Information gained from observations to plan lessons, activities and experiences for children. For example, we are able to learn about the child's interests, likes, dislikes, strengths, challenges, backgrounds and cultures. We use this information to individualize lesson plans for each child that support that child's developmental growth.

Approaches to Learning

Children are naturally curious and eager to learn. We nurture this curiosity by encouraging them to participate in variety of activities, and to make independent choices, by using blocks, puzzles, participating in circle time. Storytelling etc.

Language Development

Language is all around us. Children learn language skills very early through listening. We engage children with conversation, exposing them to new words by singing songs reciting poems, discussing symbols and their meaning and encouraging expression of thoughts, feelings and opinions through words, this will lay a foundation for a child's later reading success.

Nutrition Policy /Meals

We provide breakfast, which is consisting of cold or hot cereal, and milk.. Lunch is to be provided by the parent/guardian. The center encourages parents to provided healthy meals and are obliged to return any food items with, high sugar and fat contents. Snacks will consist of crackers, fruit of all kinds, sugar-free cookies, and raw vegetables, with milk or juice. Our Program provides fresh fruits and/or vegetables at least twice a week, and monitors meals provided from home and supplements as necessary to ensure that children are receiving nutritious, balanced meals and snacks. Children have open access to water dispensers throughout the entire day.

Field Trips

No child is allowed to participate in any trips without a signed and dated permission slip. Rates for the field trips will be disclosed at the time of announcements. Children 3 and under will NOT attend field trips.

Birthday Parties and Special Occasions

Please check with the director for birthday celebrations. If there will be a special visitor, you must clear that with the director at least five days in advance. Parents of the birthday child must help clean up after the party.

Cupcakes, cakes and sugary desserts are NOT permitted. Opt. for pizza or a kid's meals from local restaurants instead. Loot and goodie bags given to children should not consist of candies and sugary snacks. Opt. for sugar free treats and juices as well as stickers and small age-appropriate party favor toys.

Potty Training

Staff will assist the parent in potty training. Parents are responsible for bringing diapers, pull-ups, and baby wipes. Children who are newly potty-trained will need to wear training pants during nap time to avoid accidents while sleeping.

What to bring to School

Every child should have an extra set of clothing including socks to keep at the center. Please label all items and remember to change them occasionally for the appropriate season.

Please provide your child with diapering materials weekly, such as diapers, wipes and pull ups if necessary. Be sure to communicate with staff to ensure these items are always stocked.

Supply lists for additional learning materials such as handwriting pencils, folders, safety scissors, pencil boxes etc. when necessary. Please be sure to label these items.

The center will NOT be responsible for lost or broken items such as eyewear, jewelry, toys or electronics. If your child wears glasses, please be sure that they are wearing them upon arrival and departure by signing in on the sign in and out sheet

Learning Materials Statement

By choosing materials, activities, and games that challenge each child to continue exploring, growing, and learning at his/her own pace we are able to enhance our students learning experience. We use and rotate a variety of developmentally appropriate learning toys, tools and devices that cater to the many interests of our students. These materials are specific to supporting children of all abilities. These tools are placed and categorized in their corresponding learning centers and are completely accessible to the children. Our Imagination learning center is equipped complete play kitchens. This center includes a wide range of culturally inspired play foods, and an extensive amount of play cooking tools. Children are able to nurture multicultural dolls, dress-up in costumes of multiple professions, cultures and characters of fantasy. The Math learning center includes puzzles, abacuses, cash registers, with dollars and cents, shapes & sorting manipulatives, counting tools, and books for all ages that aid in our student's mental development.

Our Science center includes many play figurines of living organisms, and planets. We also include scientific manipulatives, such as magnets, kinesthetic toys as well as a host of scientific wall charts and literature. The children of Faith Childcare have access to many pieces of literature appropriate for ages 2-12 in the library. The children also have access to laptop computers and tablets that also aid in the Faith Childcare learning practices. We have an array of art supplies such as multicolored paper and paints, brushes, canvases, smocks, markers, crayons, pencils, scissors, glues, glitters, and other art trinkets for a great imaginative art experience.

We believe that no early learning center would be complete with out a blocks center. Included in this center is a large collection of wooden building blocks as well as multicolored stackable blocks in sizes appropriate for several different age groups. The

center also includes train sets complete with mock town blocks and mock town people. We also use realistic miniature play models of different modes of transportation, such as lifelike excavators, fire engines, and other large vehicles. In our language center the children learn the basic fundamentals of reading. We have many tools that enhance literacy such as charts, flashcards, dittos, phonics lesson plans, chalk boards, letter blocks, and more.

The many materials our center uses cater to the primary languages and cultural backgrounds of our children. We maintain that our learning tools are reflective of the interests of our children and promote multiple modes of exploration, making learning a wonderful experience at Faith Childcare Center.

School- Age - Before & Aftercare

When schools are closed, school- agers will operate under summer-camp hours. 8:30 am to 5:30 pm. School agers are only permitted to arrive during preschool hours with a preschool sibling.

All after- care children are required to be picked up by 5:30 PM.

Transportation

Faith childcare does not provide transportation to nor from schools.

Parents are responsible for providing transportation via bus or transportation service.

Parents are responsible for taking children to school if school bus is missed or does not arrive.

Parents are responsible for communication with drivers when necessary and act as liason

Schedules

Before-care Schedule (5-12 years)

7am-8:15am- Arrival & Breakfast

**8:15am- 8:45- STEM manipulatives / Computer learning games UNTIL
departure**

Aftercare Schedule (5-12 years)

1:55pm-2:00pm - Wash time /Bathroom Break
2:00pm-3:00pm- Silent reading/ Tech- time /Computer games
3:00pm-3:30pm- Snack time
3:30pm-4:30pm- Homework / Manipulatives / Puzzles
4:30pm-4:50pm- Board Games/ Group Activities
4:50pm-5:00pm - Clean up/ Bathroom Break
5:00pm-5:30pm -Outdoor Play /Indoor Manipulatives
5:30pm-6:00pm - Dismissal

Meals

Breakfast will be provided to before care school-agers. Children are permitted to bring in breakfast as well.

Parents are responsible for providing lunch when school is closed. Meals may be heated if needed.

Children may also accept food orders from delivery services such as DoorDash and UberEATS. Staff will retrieve orders. Parents must communicate arrival times for lunch deliveries with staff to avoid delaying your child's lunch time.

Please schedule these deliveries to arrive before or by the time lunch begins.

Fees

There is an additional fee for school-agers who attend the center for a full day when the Elementary school is closed.

There will a late fee assessed at two dollars per minute per child when children are not picked up by 5:30 pm.

**Faith Child Care Center
6416 Old Landover Road
Landover, MD. 20785**

Phone: 301.386.5979

Fax 301.2406671138

Email: landoverchildcare@comcast.net

www.FaithChildCareCenter.net