



WESTMORELAND CHILDREN'S CENTER FAMILY HANDBOOK 2023-2024

Circle Campus

Westmoreland Congregational United Church
of Christ
1 Westmoreland Circle
Bethesda, MD 20816
301-320-2020/Site Director: [Greer Jackson](#)

Westbrook Campus

Located at Westbrook Elementary
5112 Allan Terrace
Bethesda, MD 20816
301-229-7055/Site Director: [Lela Ivankovic](#)

Executive Director:

Libby Dubner-King
libby.king@wccbethesda.com

Business Manager:

Clare Cahill
clare.cahill@wccbethesda.com
301-229-7161

Both sites:
NAEYC accredited



Dear WCC Parents/Guardians:

Let's face it, Family Handbooks are not always interesting--as a matter fact they can be downright boring, but they are always important. Each year the WCC Family Handbook is updated so it is essential that you take the time to carefully review it and to activate your account with Kindertales, our preschool software application.

The information covered in the WCC Family Handbook is subject to change as.

The Handbook addresses the simplest to the most complex situations so that we can best work together -- from the day-to-day to critical emergencies. It is a wonderful resource for the most basic questions and contains valuable ideas and reminders.

It is important to check out our website www.wccbethesda.com. It is a valuable resource to our families.

We welcome your feedback. Second, we continue to use extensive security measures through ADT to protect our students, staff, and property. These include alarms, cameras, and restricted access systems within our sites. The cameras we use do not have audio (as required by Maryland law) and are only monitored by the executive staff. Any camera images of your child will not be shared without your express written permission unless required by law enforcement authorities. Finally, we have kiosks at each center with Kindertales software to officially check-in/out your child. This uses your unique login code and/or facial recognition to provide enhanced security measures.

On behalf of all the teachers and staff, we are excited for another successful year of learning and fun!

Warm regards,

Libby Dubner King

Libby Dubner King
Executive Director



WCC Family Handbook Table of Contents

Mission Statement	5
Philosophy	5-7
General Information	7
Enrollment & Enrollment Decisions	7-8
Statement of Non-Discrimination	8
Center Programs, Times, Days, and Location	8-9
Early Learning and Assessment	9-12
Summer Program	12
Parent Participation & Volunteer Opportunities	12-13
<i>Board of Directors</i>	12
<i>Visiting Day</i>	12
<i>Special Events</i>	13
<i>Family Visits to the Classroom</i>	13
<i>Volunteering in the Center</i>	13
<i>Family Survey</i>	13
Communication	13-16
<i>Conferences</i>	14
<i>Confidentiality</i>	14
<i>Cubbies</i>	14
<i>Daily Communication</i>	14
<i>Parent Bulletin Boards</i>	14
<i>Preschool Evaluations</i>	14-15
<i>Student Permanent Records</i>	15
<i>Questions and Answers</i>	15
<i>Background Information</i>	15
<i>Birthdays</i>	15



<i>Calendar</i>	16
<i>Clothing</i>	16
Extracurricular Babysitting	16
Discipline Policy	16-18
<i>Prevention</i>	16-17
<i>Minor Incidents</i>	17
<i>Major Incidents</i>	17-18
Emergency Closures and Notifications	18-19
<i>Emergency Procedures</i>	18-19
<i>Evacuation & Lockdown Procedures</i>	19
Forms Required by Licensing	19
Eco-Healthy Policies	20
Meals	19-20
Allergies	21
Medical Examinations and Vaccines	21-22
Home to School Transition	22
Problem Solving Procedure	22-23
Photography	23
Reporting Suspected Child Abuse	23
Rest Time	23
Special Conditions, Visits, and Custody	23
Staffing	23-24
Supervision of Children	24
Toilet Training	24
Items Brought from Home	24
Video and Screen Time	24
Security	24-26
<i>Drop off and Pick Up Rules</i>	25-26
Parking and Transportation	26
<i>Circle Campus</i>	26



<i>Westbrook Campus</i>	26
<i>Transportation</i>	26
<i>Idling Vehicles</i>	26
<i>Intoxication/Drugs</i>	26
<i>Financial Policies</i>	27-29
<i>Tuition</i>	27
<i>Tuition Deposit</i>	27
<i>Non-Sufficient Funds Fee</i>	27
<i>Tax Receipts</i>	27
<i>Additional Charges</i>	27
<i>Late Pick Up Fees</i>	28
<i>Scholarship/Activity Fees</i>	28
<i>Pre-enrollment Deposit</i>	28
<i>Withdrawal Within Contract Term</i>	28
<i>Withdrawal Prior to Contract Term</i>	28
<i>Changes to the Agreement</i>	28-29
<i>Exceptions to Policies</i>	29
<i>Weather and Emergency Closings</i>	29
<i>Health and Safety</i>	29-33
<i>Prescription Medicine</i>	29-30
<i>Non-prescription Medicine</i>	30
<i>Exclusion from Daily Activities</i>	30
<i>Handwashing</i>	30-31
<i>Head Lice</i>	31
<i>Illness and Injury</i>	31
<i>Illness Policies</i>	31-32
<i>COVID-19 Guidelines</i>	32-33
<i>Absences, Late Arrivals, and Early Dismissals</i>	33
<i>Healthy Environment</i>	33



Westmoreland Children's Center Mission Statement

Our mission is to provide quality early childhood education and nurturing child care in a way that values and respects each child's individuality and facilitates growth in all aspects of the child's development. To carry out this mission, the Westmoreland Children's Center is committed to employing experienced, well-trained, dedicated staff that foster a strong school-family partnership and encourages children to grow socially, emotionally, physically, and cognitively and to gain an understanding of individual social responsibility.

Philosophy

Respect for children is at the heart of the philosophy of Westmoreland Children's Center. We strive to recognize and value each child's individuality. By responding to each child's strengths, needs, and interests, we gain insight into each child's learning style, all the while enhancing their self-esteem and facilitating social, emotional, physical, and cognitive growth.

We work to provide emotional stability and development for children by having well-trained, experienced, and compassionate teachers who tune into the diverse needs of each child. We want children to easily transition from home to school and to feel empowered by their school experience. Learning happens best when children feel safe and secure, so teachers work to create a nurturing environment, and a strong relationship with each child. This helps build confidence, trust, and encourages the child to take risks and become more independent. As Erik Erikson advocates, we encourage children to develop autonomy, initiative, will power and purpose. We do this by providing children with choices, clear, reasonable limits, and focusing on children's gains rather than on their mistakes. (Mooney, 2000)

Children at WCC learn through play. Play is an essential key to social, emotional, and cognitive development for any child. The youngest children start off by playing individually. As children grow, they seek to include others in their play. Playing with others involves many complex skills including building vocabulary and verbal expression, the ability to use personal experiences from which to draw ideas, learning to negotiate and compromise, respecting the limits and boundaries of the individual and of the classroom, listening, brainstorming, conflict resolution, as well as planning, persistence, creativity, and empathy. (Brown, 2000; Koralek, ed., 2004; Zigler, Singer, and Bishop-Joseph, 2004; Jones and Cooper, 2006; Elkind, 2007; Hirsh-Pasak, Golinkoff, Berk, and Singer, 2009)

We encourage thinking skills by providing a stimulating, and supportive emotional and physical environment. We provide an environment that invites children to come in and play. We offer comfortable, child-sized furniture, a variety and ample supply of play



materials that are open ended, complex and can be used in multiple and creative ways. Playthings are safe, durable, and stored on accessible shelving to allow children to self-select.

Indoor and outdoor areas are easily supervised, encourage wonder, and opportunities for exploration. Areas in both environments allow for individual and group play activities, as well as active and quiet areas. (Jones and Prescott, 1978; Greenman, 1998; Olds, 2001; Curtis and Carter, 2003; Greenman, 2017).

We offer a curriculum rich in concrete experiences that expand a child's knowledge and understanding of the world. We also offer a curriculum that encourages children to communicate, take on challenges, make connections, develop focus and self-control, make connections, practice perspective taking, and grow into engaged, self-directed learners. (Galinsky, 2010) Through individual and group activities, skills in communication, language development, social studies, mathematics, science, pre-reading, and problem solving are strengthened. In every endeavor, children take an active role in the learning process. (Hynes-Berry and Grandau, 2019; Creative Curriculum for Preschoolers)

Finally, we nurture creativity, for we believe that it contributes significantly to the quality of life, joy, and personal well-being of the individual. Free and open-ended exploration of assorted and interesting art media is available to children. Sufficient time is allowed to facilitate creative expression. Children are encouraged to give their own fresh interpretation to every experience. In safe and creative play areas, children can also explore, gain confidence, and master motor skills. (Koralek, ed., 2000; Sheppard, 2013)

The teachers' role is to support the children's play by introducing materials or supportive activities, asking questions, and closely observing their play to plan further curriculum ideas to extend their learning. Teachers hold conversations with children and get to know them at a level that builds trust. Teachers act on the ideas of children or ask their opinions. This empowers children. Teachers also create a dependable and flexible schedule, a child friendly learning environment and set clear and reasonable limits for the classroom and playground. (Jones and Reynolds, 2011; Pelo and Carter, 2018)

Teachers also recognize the vital role parents play in the lives of their children and nurture a healthy relationship with the parents. Parents need lots of feedback about the happenings in the classroom, future curriculum plans, as well as invitations to participate in the classroom. Most importantly parents need information about their child. Communication needs to be open and frequent, so teachers and parents have a reciprocal flow of information. (Koralek, 2007; Keyser, 2006)

At WCC we wish to create community in our classrooms that includes parents, teachers, and children and in so doing we create community throughout our school. Through sensitivity, respect, humor, and commitment, we strive to make each family's experience interesting, trustworthy, and rewarding. We anticipate that all community members will work towards common school-wide goals, and we recognize that the relationship between staff members and parents is critical to the success of their children.



At WCC, we focus on creating:

Community: Children, families, and staff each have distinctive and purposeful roles. We strive to work together to create a sense of community that extends beyond classroom and office space. Children, families, and staff are encouraged to communicate with honesty, compassion, kindness, and respect. Westmoreland Children's Center welcomes families.

Open Communication: Amicable, candid, and sincere communication is necessary to solve any concerns, issues, or problems that may arise.

Positive Attitudes: We view every challenge as a new opportunity to learn. We Model this in our practice and work to teach this to the children.

A Growth Mindset: We strive to listen to each other, collaborate, try new strategies, and innovate. (Dweck, 2016)

GENERAL INFORMATION

Westmoreland Children's Center, Inc. (WCC), established in 1970, is a private non-profit organization. At our Circle and Westbrook campuses, we offer preschool programs that are licensed and approved as a non-public nursery school by the Office of Child Care in the

Division of Early Childhood at the Maryland State Department of Education (MSDE) and accredited by the National Association for the Education of Young Children (NAEYC).

For additional information about licensing through the Office of Child Care (OCC), visit [MSDE Child Care Licensing](#).

For additional information about the NAEYC accreditation standards and process, visit [NAEYC Accreditation](#).

ENROLLMENT AND ENROLLMENT DECISIONS

Information about the application process and a link to the application for enrollment can be found at <https://www.wccbethesda.com/Apply>

All children must meet the age requirements for their program by September 1 of the current school year to apply. We believe in the individuality of each child and make placement decisions based on a number of factors, including the following:

- Chronological age
- Availability of space
- Family preschool needs
- Parent and teacher recommendations



- Prior school experience

The Center believes that a positive and constructive working relationship between the Center and each student as well as each student's family is essential to the reaching the Center's educational goals.

STATEMENT OF NON-DISCRIMINATION

WCC welcomes and embraces families from diverse ethnicity, family structure, gender, learning style, race, color, religion, gender identity, sexual orientation, national origin, and socio-economic status. We firmly believe that the inclusion of people from diverse backgrounds and perspectives enriches the educational experience of all our students and it is vital to making them good citizens of our community and world.

Focus on Open Minds -- Staff and parents/guardians should be open to new challenges, new directions, new technologies, and new ways of doing things. It is the responsibility of our staff to know what works in the classroom and school, however, parents/guardians are welcomed.

CENTER PROGRAMS, TIMES, DAYS, AND LOCATION

Nursery School Programs

(9:00 am - 12 Noon)

Five Day Two's

Monday – Friday

Three Day Two's

Monday, Wednesday, and Friday

Five Day Three's

Monday – Friday

Five Day Four's Pre-K

Monday – Friday

School Day Program

(9:00 am – 3:00 pm)

Monday - Friday

Nursery School

with Pre/Post Child Care

(8 am - 6 pm*)

Five Day Two's

Circle Campus

Five Day Three's

Circle Campus

Five Day Four's Pre-K

Westbrook Campus

EARLY LEARNING AND ASSESSMENTS



WCC utilizes the MSDE approved Creative Curriculum for Preschoolers. This curriculum helps teachers to assess and plan for children on a developmental continuum. For more information about the Creative Curriculum at <https://teachingstrategies.com/platform/>

Language arts are incorporated into every aspect of our program. Each day includes discussion and reading aloud to children, as well as opportunities for developing listening and conversational skills. As reading readiness skills are acquired, children apply this knowledge to the task of reading. Story dictation is an important component of the language arts program.

Mathematics emanates from the daily activities of the program. Experience in cooking, science, block play, manipulative games, and sand/water exploration offer rich context for early mathematical thought.

The social studies curriculum focuses on developing the child's awareness of self, his/her family, and his/her immediate community. Field trips into the community, stories, visitors to the Center, and discussion reinforce concepts and enrich the meaning of classroom experiences.

Science activities are designed to arouse and sustain children's natural curiosity about and respect for his/her expanding world by allowing them hands-on experience with materials and natural objects.

Our fine arts program includes projects using interesting media, musical activities incorporating singing and movement, story-telling and dictation to encourage the children to render a fresh and uniquely personal interpretation of the world and their experiences with others.

Physical development and health are strengthened by daily access to the playground and by planned activities that promote both large and small motor development.

The following objectives are the foundation of Creative Curriculum and varies by age group:

Social-Emotional

Regulates own emotions and behaviors	Establishes and sustains positive relationships	Participates cooperatively and constructively in group situations
--------------------------------------	---	---

Physical

Demonstrates traveling skills	Demonstrates balancing skills	Demonstrates gross-motor manipulative skills	Demonstrates fine-motor strength and coordination
-------------------------------	-------------------------------	--	---

Language

Uses writing and drawing tools	Uses language to express thoughts and needs	Uses appropriate conversational and other communication skills
--------------------------------	---	--

Cognitive

Demonstrates positive approaches to learning	Remembers and connects experiences	Uses classification skills	Uses symbols and images to represent something not present
--	------------------------------------	----------------------------	--

Literacy

Demonstrates phonological awareness, phonics skills, and word recognition	Demonstrates knowledge of the alphabet	Demonstrates knowledge of print and its uses	Comprehends and responds to books and other texts	Demonstrates writing skills
---	--	--	---	-----------------------------

Mathematics

Uses number concepts and operations	Explores and describes spatial relationships and shapes	Compares and measures	Demonstrates knowledge of patterns
-------------------------------------	---	-----------------------	------------------------------------

Science & Technology

Uses scientific inquiry skills	Demonstrates knowledge of the characteristics of living things	Demonstrates knowledge of the physical properties of objects and materials	Demonstrates knowledge of Earth's environment	Uses tools and other technology to perform tasks
--------------------------------	--	--	---	--

--	--	--	--	--

Social Studies

Demonstrates knowledge about self	Shows basic understanding of people and how they live	Explores change related to familiar people or places	Demonstrates simple geographic knowledge
-----------------------------------	---	--	--

The Arts

Explores the visual arts	Explores musical concepts and expression	Explores dance and movement concepts	Explores drama through actions and language
--------------------------	--	--------------------------------------	---

English Language Acquisition

Demonstrates progress in listening to and understanding English	Demonstrates progress
---	-----------------------

In all programs, children are provided with opportunities for language acquisitions that align with Maryland's early learning standards. WCC's philosophy and consider both their family and community perspectives. Children have opportunities to experience oral and written communication in the language their family uses and understands. Children have varied opportunities to develop competence in verbal and non-verbal communication by responding to questions, describing things/events, and communicating their needs, thoughts, and experiences.

Families whose primary language is other than English, are asked to provide teaching staff with words in their home language so staff can understand what a child is saying when expressing a particular need such as being hungry, tired, or in need to use the rest room. Families are invited to come read books in their native language as well as participate in "family sharing activities" to explain customs and rituals from their native culture. *

SUMMER PROGRAMS – CAMP WESTMORELAND

WCC's summer program complements the school year programs by encouraging in-depth exploration of the natural world and creative endeavors.

Camp Westmoreland serves children from age two to age five. Our camp offers a unique summer program designed to enhance your child's learning through a variety of activities in



a stimulating environment. From sand and water play to interactive animal programs, children participate in a variety of age-appropriate activities, which touch all curriculum areas. The program offers rich theme-oriented sessions and special events. We also make available books, blocks, dramatic play materials, and art supplies to use and explore in an open-ended manner. This camp operates at both the Circle and Westbrook sites. Currently enrolled WCC families have first opportunity for placement and are notified in the spring about enrollment.

PARENT PARTICIPATION/VOLUNTEER OPPORTUNITIES

Board of Directors

The WCC Board consists of multiple committees, including executive, finance, nominating, fundraising, strategic planning, and student enrichment and activities, and the Executive Director. Board members are parent volunteers and staff representatives from both campuses. The Board meets throughout the school year to ensure that the Center is operating according to the by-laws and to assist the Executive Director in making policy decisions and recommendations that affect the overall operation of the Center. Parent participation on the Board is strongly encouraged. Interested parents may receive copies of Board minutes and are invited to attend meetings, generally held on the fourth Tuesday of each month at one of the WCC campuses or via teleconference. See Board and Volunteer Responsibilities/Opportunities form.

Visiting Day

Before the start of each school year, a visiting day is scheduled to allow students to visit and become familiar with their new classroom, meet their teachers and fellow classmates. This is also an opportunity for parents to see the classroom and ask questions.

Special Events

WCC offers several annual special events that are planned for our families. All families are invited to a Back to School Night and Family Sharing, an annual fundraising event/parent social to support the Laurie A. Bondareff Memorial Scholarship Fund and educational programs for all children, and other fun-filled activities. Individual classroom parties are held for various occasions. The Center also offers a variety of enrichment activities (puppets, music, magic, etc.) for WCC families and the community at a minimal cost. These are excellent opportunities for families to socialize and have fun.

Family Visits to the Classroom

You are welcome to schedule a visit in your child's classroom to observe, share a meal, help with an activity, read to the children, or just spend some time with the class. If you



would like to visit and/or help with an activity, please make advance arrangements with the teachers.

Volunteering in the Center

Parents are encouraged to volunteer their skills or share their resources with WCC. This can be done by spending time in classrooms, chaperoning field trips, serving as a room parent, serving on the Board of Directors/committees, and supporting the Center's fundraising events.

Family Survey

At least annually, WCC conducts a survey to solicit parent feedback, comments, and suggestions for program improvement. Results of the surveys are shared at a Board meeting and summarized in the Executive Director's monthly newsletter. The Executive Director and Site Directors work together to implement improvements that will benefit the children, families, staff, and the overall program. The Center also periodically conducts a Summer Camp survey to assist us in making improvements to camp programs.

COMMUNICATION

Conferences

All preschool parents/guardians are invited to participate in semi-annual parent/teacher conferences via Zoom or in person. Conferences are a time for parents and teachers to share information about the child and discuss the GOLD Assessment, Individual Child Profile, and the Child Progress & Planning Reports prepared by the child's teachers.

At any time during the year, additional conferences may be scheduled at the request of the parent, teacher, or Site Director.

Confidentiality

WCC respects a family's right to privacy and confidentiality regarding their child. All WCC staff members are expected to keep information about children, families, and associates confidential. They are required to refrain from commenting about children or families in front of children or other adults. You can assist us by seeking a confidential time and place in which to talk to teachers or Site Directors about your child or about classroom and/or any other center issues.

Cubbies

The cubby houses your child's many wonderful treasures and creations. If someone else picks up your child, please remind him or her to bring home everything from the cubby.



Daily Communication

WCC believes that open and ongoing communication between parents and teachers is crucial to a positive school experience for your child.

Daily reports are provided via Kindertales that focus on your child's development as it relates to curriculum areas. You will also receive notification of Center-wide news, including activities of the Board of Directors, events, activities, and other matters of interest to parents at that site.

It is helpful for you to share anything now or unusual that is happening in your child's life with the teachers and or the site directors. What may seem trivial to an adult, can be much more significant for children. You can communicate by email, phone call, or you can schedule a time to speak to your child's teacher, a site director, or the executive director.

This level of communication enables us to work together to understand and meet your child's emotional and educational needs. Please keep us informed of your concerns, problems, perceptions, and triumphs.

Parent Bulletin Boards

Each classroom has a parent information board where you can find the daily routine, lesson plans, menus, announcements of upcoming events and requests for parent involvement. The entryway at each campus posts current notices and community announcements, the WCC Calendar, staff photos, Board minutes, and articles of interest. Parents wishing to post notices of interest to other families (e.g., carpools, play dates, special events, etc.) need approval from the Site Director.

Preschool Evaluations

Each child's developmental progress is recorded at throughout the school year. These evaluations are aligned with the goals and objectives of MSDE's approved *Creative Curriculum* and help the teachers to plan activities that meet the needs of individual children and the group as a whole. Written evaluations are shared with parents twice during the school year. Parents or teachers may request additional conferences on an as needed basis to discuss other issues of concern and relay important information.

Student Permanent Records

Parents or guardians of a child enrolled in the Center may request access to the child's student records. No information contained in a child's records may be released unless specifically requested or consented to in writing by the child's parent or legal guardian. Parents seeking access to a child's records should make a request in writing to the Site Director.

Questions and Answers



The Center welcomes your questions and comments concerning your child, and Center policies, or procedures. All issues relating to your child should first be brought to the attention of the classroom teachers.

The Site Director is also available as a resource. Policy, procedure, or staff concerns should be brought directly to the attention of the Site Director.

The Business Manager is available to handle questions, concerns, and information related to enrollment and billing.

The Executive Director is available to speak with parents regarding any aspect of any WCC program. Parents should feel free to email the Executive Director to share feedback, make suggestions, or receive any further assistance.

Libby.King@WCCbethesda.com

Background Information

In order for staff to develop a better understanding of your child, parents are asked to complete a brief questionnaire found on Kindertales about their child at the time of enrollment. This document remains in the child's file.

Parents should continue to communicate any updated information that they feel would be helpful for the teachers to know about their child.

BIRTHDAYS

Classes recognize each child's birthday. Parents wishing to provide a special snack must plan in advance with the teachers. **All birthday snacks must be store-bought and peanut free to ensure the safety of the children.** We encourage items with low sugar content when possible. Favors, decorations, or presents may not be brought to the Center. Party invitations may be distributed in cubbies only if every child in the class is invited, otherwise they should be mailed to individual families.

CALENDAR

The calendar is available on the WCC website www.wccbethesda.com. The Calendar is subject to change and without prior notice.

CLOTHING

Children should come to the Center dressed in comfortable and washable play clothes. Children should be able to easily fasten and unfasten their own clothes when using the bathroom. Outside clothing should be suitable for play in the coldest weather.

Each preschool child must always have a set of extra clothes in the cubby including underwear, socks, shirt, and pants/skirts. All articles of clothing should be labeled with their name and changed seasonally or as needed.



Licensing regulations require daily “periods of outside play”. Time and duration of play are adjusted based on current weather conditions. If it is raining, the outside temperature is below 32 degrees, or a “Code Red” air quality warning has been issued, alternate indoor active play opportunities will be provided. Please be sure that your child has adequate clothing for outdoor play in every season i.e., warm jacket, hat, gloves/mittens, leggings, and boots as weather dictates.

It is expected that all children attending the program will wear appropriate clothing. Our program includes outdoor time and physical activities, which require comfortable clothes that are appropriate for outdoor play. This will allow the children to participate, develop physical skills, and reduce the possibility of injury.

EXTRACURRICULAR BABYSITTING

WCC must ensure that all children and parents are treated equally. Teachers who babysit enrolled children could naturally display favoritism toward those children or parents, however unintentional. Such favoritism is unfair to the rest of the children and parents and would be considered disruptive and unethical behavior. Therefore, WCC staff members are prohibited from extracurricular babysitting and will be terminated if the condition of WCC employment terms is violated.

DISCIPLINE POLICY

Prevention

The Center's approach to discipline involves utilizing strategies that help children at all ages grow toward increasing self-control while understanding which behaviors are developmentally appropriate. This includes talking with the child, redirection, and positive guidance. Constructive approaches such as setting and respecting limits, understanding personal actions and their consequences, problem solving and seeking alternative solutions are used. These approaches lead to increased self-esteem as children learn language and techniques and grow increasingly more able to handle situations on their own. Teachers provide parents with accurate observations and feedback, so that there a strong home-school partnership is developed and support for the child becomes consistent. Also included in the Center's goal is to limit or eliminate suspension, expulsion, and other exclusionary measures for children.

Minor Incidents

Minor incidents are those minor day-to-day infractions that occur and would be dealt with on the spot by WCC staff. Examples include, but are not limited to:

- Misuse of WCC equipment
- Disruptive outbursts
- Slip of unacceptable words



- Classroom or Playground disagreements and squabbles between children
- Rough housing

When these types of incidents occur, the teacher's emphasis will be on problem solving, conflict resolution, and helping the child make a better decision in the future. When staff are using positive guidance strategies, the child is beginning to understand that negative behavior is non-productive.

It is WCC's intent that each child enjoys the planned activities with the understanding that they are responsible for their actions. With increasing knowledge of our basic rules for safety and behavior, we anticipate that each child, with guidance and support, will begin to learn self-discipline,

If a child exhibits repeated behavioral issues beyond what is considered age appropriate, the child's family will be notified and encouraged to be actively involved in the process of guiding their child's behavior.

Major Incidents

Occasionally, a children may behave in ways that endanger the safety of other WCC children or staff. Major incidents include, but are not limited to:

- Minor incidents that become repetitive or chronic
- Repeated Biting
- Leaving supervised area without permission
- Repeated throwing of stones, sticks, or other projectiles
- Repeated Abusive Language
- Verbal threats that are age inappropriate
- Consistent disobedience of and/or defiance towards WCC staff
- Aggression toward other children that threatens safety
- Bringing dangerous items to school

A child who exhibits the above behaviors will be separated from the group, receive a WCC incident report, and a conference will be set up with parents/guardians. Repeated infractions may result in referral for outside support, or possibly termination of the Child's enrollment at the WCC program. WCC's discipline policy is in compliance with federal and state civil rights laws.

EMERGENCY CLOSING AND NOTIFICATIONS

Parents are required to provide emergency phone numbers and email contact information for themselves and alternative people who can pick up their child, that is maintained on Kindertales. WCC will provide notice via email/text and phone in the event that a situation arises requiring the Center stay closed or close early. Emergencies



could include severe weather, utility and water outages, sewage issues, public safety or security threats or any other condition that creates a safety concern.

WCC strictly follows the policy of Montgomery County Public Schools for weather and other safety closures to protect the safety of children, families, and staff.

EMERGENCY PROCEDURES

All staff are fully informed of emergency procedures.

Emergency procedures are posted in each classroom and included in the orientation for all new staff members.

Emergency procedures are reviewed and updated annually. There is at least one staff member who has successfully completed the State approved Emergency Preparedness class on-site at all times.

All staff are required to attend a pediatric first-aid training, which includes managing a blocked airway and providing rescue breathing within the first two months of employment. In addition, all staff are required to attend a CPR class. It is the employee's responsibility to maintain current certification. A copy of the certificates is placed in the staff member's personnel file.

Plans for dealing with the following emergencies are reviewed with staff during orientation and are practiced twice per year. The plan is posted in the office and in each classroom:

- a. Threatening persons
- b. Fire
- c. Utility Failure
- d. Natural Disaster
- e. Chemical Leaks
- f. Lost or missing children

Attendance, sign in/out sheets, and Emergency Cards accompany children during all emergency evacuation and drill procedures.

Once an immediate physical threat has been managed, staff members will soothe children until the parents arrive.

The Site Director and Executive Director are notified of any emergency as soon as possible. If unavailable, then the WCC Chain of Command document is followed as mandated by MSDE's Office of Child Care.

Parents will be notified of any emergency as soon as possible.



EVACUATIONS AND LOCK DOWN PROCEDURES

Fire evacuation drills are practiced monthly, as required by licensing, and recorded in the Fire Drill Log. A second means of egress drill is regularly practiced as well.

Smoke and Carbon Monoxide detectors are tested once a month. Batteries are replaced every six months or as needed.

Semi-Annual checks of fire extinguishers, fire alarms, and security systems are done by a contracted company.

When the center is evacuated, one staff member leads the children to the designated area. Another staff member stays behind until the restrooms and other areas where children may be thoroughly checked. Then the lights are turned off, the doors are closed, and that staff member meets the group at the designated area. Attendance is taken as soon as the children arrive at the designated area.

The Site Director or executive Director must give permission to re-enter the building or direct classes to assemble in another identified safe place.

FORMS REQUIRED BY LICENSING

State licensing requires that the child's file contains the following completed forms: two original Emergency Cards, a Health Inventory which includes lead screening and an immunization record. These forms must be completed before the child may enter the Center and must be kept current. Updated forms must be submitted prior to the start of each school year for new and returning children. WCC needs a hard copy of these forms please print them out and bring with you on Visiting Day or the first day of school.

Your children may not stay at the program, unattended without the required licensing forms on file.

ECO-HEALTHY PRACTICES

The Center uses non-toxic techniques inside and outside of the facility to prevent and control pests (both insects and weeds.) If a serious threat remains and pesticide application is the only viable option, parents and staff are notified in advance and a licensed professional applies the least toxic, effective product at a time when the children will have the least exposure to the application area for at least 12 hours prior to children arriving.

WCC thoroughly washes all fruits and vegetables to avoid possible exposure to pesticides, and we take the opportunity to educate children about the importance of doing well.

WCC avoids conditions that lead to excess moisture, because moisture contributes to growth of mold and mildew. We maintain adequate ventilation (which can include



exhaust fans and opened screened windows). We repair water leaks and keep humidity within a desirable range (30 – 50%).

WCC does not use scented air fresheners.

WCC prohibits smoking at all times, including the use of e-cigarettes or “vaping”, anywhere on the grounds or premises.

WCC serves water for drinking. The Center flushes all cooking and drinking outlets after long periods of non-use; and cleans debris from our outlet screens or aerators on a regular basis.

We only use digital thermometers and thermostats.

WCC does not have wall-to-wall carpeting where children are present. Area rugs are vacuumed daily and cleaned twice a year and as needed using a fragrance-free, third party certified cleaner.

WCC uses only non-toxic art materials.

WCC recycles all paper, cardboard, glass, aluminum, and plastic bottles.

WCC keeps garbage always covered to avoid attracting pests and minimize odors.

WCC creates opportunities to educate the families we serve on eco-healthy practices.

MEALS

The Center participates in the Child and Adult Care Food Program through the US Department of Agriculture. The Center is committed to offering meals and snacks that are nutritious, attractive, and good tasting and conform to CACFP guidelines. Meals and snacks are served family style. Teachers encourage healthy eating habits and serve as role models at meal times. Meals are scheduled at the following times:

Circle Campus – Site Director, Greer Jackson

Nursery School Program	Mid-morning snack	10:15 am
Full Day Program	Breakfast	8:00 am
	Morning Snack	10:15 am
	Lunch	12:30 pm
	Afternoon Snack	3:15 pm

Westbrook Campus – Site Director, [Lela Ivankovic](#)

Four-Year old Pre-K program



Nursery School Program	Mid-morning snack	10:15 am
Full Day Program	Breakfast	8:00 am
	Morning Snack	10:15 am
	Lunch	12:30 pm
	Afternoon Snack	3:15 pm
School-day fours program	Morning Snack	10:15 am
	Lunch	12:30 pm

Allergies

The Center works closely with families that have children with allergies or dietary restrictions. WCC provides menus so that parents are able to provide a safe alternative to items on our menu. Allergies and intolerances are posted in each classroom so that all staff are aware of a child's needs.

MEDICAL EXAMINATIONS AND VACCINES

Every child must have a medical examination, which must be noted on the health inventory form and must be submitted via Kindertales and a hard copy to WCC prior to the start of the school year (see Forms Required by Licensing at the end of this Handbook). Please assist us in keeping your child's health records current. Immunization requirements for licensed child care centers (COMAR 07.04.02) are based on the DHMH recommended immunization schedule which is presented on the table below. As for the COVID vaccine, please consult with your child's pediatrician.

Recommended Vaccine Schedule

https://health.maryland.gov/phpa/OIDEOR/IMMUN/Shared%20Documents/Min_Vacc_Req%2023_24%20_Final.pdf

HOME TO SCHOOL TRANSITION

Parents are strongly encouraged to develop a transition routine when dropping off and picking up their child. Please respect the teachers' duties with all of the children, by keeping conversations brief at drop-off/pick-up. Parents with questions or concerns are encouraged to plan to speak with their child's teacher at a mutually agreeable time.



PROBLEM SOLVING PROCEDURE

Occasionally, parents and staff have a disagreement about the way a child's behavior is addressed or the curriculum that is offered. Parents may request to schedule an in-person or telephone conference with the teacher, including an administrator if wanted, at any time during the year to work toward a mutually agreeable solution to their differences.

Any parent/guardian showing disrespect or misconduct towards a staff member and/or program participant, including but not limited to, threats, harassment, swearing, or physical altercation may result in the termination of your child(ren) from the program.

Parents or adults are prohibited from: smoking/vaping on school premises, bringing weapons of any kind (firearms, knives, etc.) to the Center or engaging in any unlawful behavior. Refusal to cooperate with WCC staff may result in involving law enforcement and/or termination from the program.

Repeated late pick up of your child(ren) from the program or failure to pay the required tuition and fees may result in involving law enforcement and/or termination from the program.

PHOTOGRAPHY

Photographs of children in our programs will be taken from time to time for use in the child's portfolio, daily communications to the class, for Center presentations (bulletin boards, slide shows, etc.). If they are to appear in newspapers, magazines, brochures, websites or other publicity materials, the photo release on the back of the enrollment contract serves as parental approval for the Center to use this information for promotional purposes.

REPORTING SUSPECTED CHILD ABUSE

All Center staff are mandatory reporters and are required by law to report suspicion or evidence of child abuse or neglect. Failure to report suspected abuse is punishable by law. "Abuse" is defined as the physical injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is insignificantly harmed or at risk of being significantly harmed.

REST TIME

Children who are in our care more than four hours are required by licensing to have the "opportunity to rest" in the afternoon. It is not a requirement that children sleep, but many children do, so we provide an environment that is conducive to resting. For older children who do not sleep, they can do quiet activities during this time. We ask that



parents avoid picking children up during rest time, if possible. Children staying for rest need a sheet, pillow, blanket, and stuffed animal, if desired. Bedding is sent home on Fridays to be laundered. Clean linens are due back on Monday.

SPECIAL CONDITIONS, VISITS, AND CUSTODY

If there are legal limitations on who may visit or pick up a child from the Center, a copy of the court order must be in the child's file uploaded on Kindertales. We recognize the parent enrolling the child as the custodial parent unless we are provided with a court document specifying other custodial determinations. The Center can only deny access to a child by a parent if we have the legal documentation on file.

STAFFING

Staff are required to pass an Office of Child Care mandated Medical Examination and a review of vaccination status, upon hiring and periodically throughout their employment.

Staff are required to pass a Maryland and FBI Criminal Background Check. WCC employs staff who either meet or exceed the requirements of the State of Maryland Department of Education and NAEYC. Lead teachers have four-year college degrees and teaching experience. Most of our staff are qualified as a Child Care Teacher and have experience working with children. WCC strives to employ individuals who are committed to the field of early childhood education. It is the policy of the WCC Board of Directors to promote staff from within whenever it is appropriate.

SUPERVISION OF CHILDREN

WCC supervises the children enrolled in the program at all times and maintains proper teacher/child ratios according to MSDE licensing and NAEYC standards. Attendance is taken as children move from classroom to outdoors and back to ensure all children are accounted for.

TOILET TRAINING

WCC does not have a toilet training requirement. Although we accept children in our programs that are not toilet trained, the family is primarily responsible for training the child. Teachers work closely with families to provide consistency for the child. The children are encouraged and supported in their efforts at the Center. Families of children still in diapers must provide and keep a supply of disposable diapers at the Center. Teachers will notify families when more are needed. Please discuss the use of pull-ups with your child's teachers before transitioning to them when the child is at the center.



ITEMS BROUGHT FROM HOME

Teachers may request that children bring toys or items from home that enhances the curriculum. Toys based on television shows often limit the creative play of children and are discouraged. **Absolutely no toy guns or weapons are allowed.**

Please label all articles from home. Items of value or those that cannot easily be replaced should remain at home. WCC cannot guarantee that toys at school will not be broken or lost.

VIDEO AND SCREEN TIME POLICY

Watching videos and screen time is not part of the normal routine at WCC. In a rare instance (i.e., repeated inclement weather), a video based on literature may be viewed by children for a maximum of 30 minutes. A theme-related video may be shown during summer camp program special events.

SECURITY

All WCC facilities are locked throughout the school day. Parents, caregivers, and visitors must gain admittance into the building by a staff member. WCC has installed cameras at the entrance of each building which will be linked to Kindertales for time tracking and assuring approved persons gain access. Restricted access, alarms and cameras have been added in the classrooms and in strategic indoor and outdoor locations. Cameras provide video only, no audio, per Maryland law. Camera feeds are monitored by WCC executive staff only unless subpoenaed by law enforcement purposes.

Parents should report any situation or person(s) that seems out of the ordinary to the Site Director or another staff member.

An adult must accompany each child into the Center and check in via the Kindertales app. Please be sure a staff member has greeted and acknowledged your child's presence before leaving.

Adults designated on the emergency form and those authorized in writing or by phone by the parent are permitted to pick up a child from the Center. Parents must inform the Site Director when there is a change in persons designated to pick up the child. Please make any changes on the Kindertale app promptly. Parents must provide the names of two people who can pick up the child in an emergency if parents cannot be reached. New people who pick up a child, even with the parent's permission, must provide proof of identity with a valid government issued photo ID.

Because parents arrive at different times to pick up children, we request that the adult picking up the child come into the classroom and notify a staff person of the child's departure as well as note your pick up on Kindertales. When transportation arrangements change, please notify the Site Director, and also note on Kindertales. During arrival and departures, be aware that it is unlawful to leave children unattended



in your vehicle. Please do not to let children run indoors or out of doors unsupervised. We recommend holding your child's hand as well as any other children's who are with you' to/from the building to your car.

DROP OFF/PICK UP RULES

It is extremely important for the well-being of the child and the smooth running of our programs that every child is picked up promptly at the end of his/her program. Please be certain that anyone else picking up your child understands the importance of promptness. If you find that you are unable to arrive on time, we request that you make plans to have someone else pick up the child for you. The late pick-up fee (See Financial Policies) is strictly enforced. Parents who are consistently late may result in termination from the program.

In the event that WCC has not received a phone call from a parent by 6:06 pm, the following procedure will be followed in this order:

1. A staff member will call a parent, guardian for instructions.
2. If contact cannot be made, a staff member will call the emergency numbers listed in the child's file.
3. If after 30 minutes, no contact has been made with the child's parent/guardian or anyone listed as an emergency contact, a call will be placed to the Montgomery County Police to report an abandoned child. Staff members will then follow instructions given by the police as to what further arrangements are necessary.

Parents need to be sure that the emergency contacts provided on the emergency card include a local person who would be able to pick up your child in the event that you can't.

PARKING AND TRANSPORTATION

Circle Campus

Limited parking is available on Dalecarlia Drive on the side of our playground.

Westbrook Campus

Ample parking is available. Parents who are staying for an activity or who have a meeting should park on neighborhood streets. Parking in the fire lane or handicapped spaces is prohibited.

Transportation

Parents are responsible for transporting children to and from the Center. Transportation for field trips is provided by private cars belonging to parents or staff. In Maryland, all children under the age of eight must use child safety seats (these include booster seats) unless they are over 4' 9" tall or more than 65lbs. In the District of



Columbia, all children under the age of eight must use child safety seats and children eight years and older use seat belts. Parents must sign a permission slip for their child to participate and are responsible for providing a car seat for their child to use.

Idling Vehicles

Idling vehicles waste fuel, create pollution, and cause premature engine wear. Parents/caretakers should promptly pick up children in their care and never leave a car idling or leave a sibling in an idling car. Parents/caretakers who are sitting in an idling car at pick up time should turn their engines off immediately.

INTOXICATION/DRUGS

If a staff member suspects that a parent or guardian, arriving to pick up a child(ren), is under the influence of alcohol or drugs, they will be asked to arrange alternative transportation for the child, or a taxicab may be called to take the parent or guardian and child home. If the parent or guardian refuses to arrange for alternative transportation, the child care staff, as mandated reporters, will be obligated to immediately make a report to the Montgomery County Police.

WCC campuses are non-smoking/non-vaping facilities.

FINANCIAL POLICIES

Tuition

The tuition for the period of the child's enrollment contract is divided into 10 equal payments through our preschool management service Kindertales. All parents/guardians are required to pay their child's tuition through Kindertales, which deducts tuition costs from individual checking (ACH) accounts ONLY. It is the responsibility of the parent to add and change any banking changes directly through Kindertales. No credit/debit cards are accepted.

Tuition payments are charged monthly on the 1st of each month, during the entire period of a child's enrollment including, but not limited to holidays, teacher workdays, stay-at-home orders due to any state emergency issued by the Governor of Maryland or Federal Government, as well as school closings due to inclement weather, COVID-19, or any other pandemic, or events beyond our control.

Because our staff and operational expenses continue, we cannot refund tuition for any days a child misses school for any reason or due to the reasons outlined above. This also includes late arrivals/early departures.



Tuition Deposit

Deposit of one month's tuition is required with the contract and is applied to the final tuition installment (June, or your child's last month as designated in the tuition agreement).

Non-Sufficient Funds Fees

WCC accepts checking (ACH) account withdrawal for tuition only. No credit/debit cards or third-party payers such as PayPal are accepted. If payment is declined due to a lack of funds, a \$100 fee is assessed with each occurrence.

Tax Receipts

Documentation for tax purposes is available via Kindertales.

Additional Charges

Additional charges are added for services provided by the Center and are not included in the child's contract. Examples include but are not limited to breakfast and lunch (when the child is not normally enrolled for care during these times).

Late Pick-Up Fees

It is important for all children to be picked up promptly at the end of their program. In the event of late pick-up (after the scheduled ending time of a child's program), parents will automatically be billed a late pick-up fee per child via Kindertales. This fee is intended as a deterrent, not as payment for service. After the first five minutes, the following fees will be charged accordingly:

Class End	Initial Time	Fee	Extended Fees
12 Noon	12:06 – 12:15 pm	\$20	\$20 per 10 min. increment after
3:00 pm	3:06 – 3:15 pm	\$20	\$20 per 10 min. increment after
6:00 pm	6:06 – 6:15 pm	\$20	\$20 per 10 min. increment after

Fees will be added to the account in the Kindertales App. A family who is chronically late picking up is at risk of losing their child's space in the program.

Scholarship Fee/Activity Fee

An annual fee of \$150 is charged per child to support the Laurie A. Bondareff Memorial Scholarship Fund as well as a \$275 activity fee. The fee is non-refundable and must be submitted with the enrollment contract.



Pre-Enrollment Deposit

Upon a child's acceptance to WCC, a non-refundable/non-transferable deposit is required to reserve a space in the program. This deposit is applied to the balance of the tuition due with the last month of the enrollment contract.

Withdrawal Within Contract Term

Parent/guardian acknowledges that enrollment is conducted on a month-to-month basis and may be terminated upon 5 months written notice by either party. Failure of parent/guardian to give 5 months written notice of withdrawal shall constitute forfeiture of deposit and shall be responsible for the remaining 4 months tuition.

Withdrawal Prior to Enrollment

Parents/guardians are obliged to file at least one month's written notice of withdrawal prior to the first day of enrollment. No deposit/refund will be given.

Changes to Agreement

A change fee of \$250 will be charged when necessary to amend the contract.

Exceptions to Policies

Any requests for exceptions to the Center's policies must be submitted in writing to the Chair of the Board of Directors. Exceptions will be reviewed and addressed at the Board Chair's discretion.

WEATHER AND EMERGENCY CLOSINGS

WCC follows Montgomery County Public Schools' inclement weather policy. MCPS may not always make the right decision, however, we know they (and we) have your child's safety and that of our staff in their best interest. MCPS has access to extensive and multifaceted resources to make educated decisions and sometimes, yes, best guesses in determining weather related decisions. Safety will always be paramount at WCC.

We will notify families of weather and emergency closures via Kindertales. Please also follow local media and communications for MCPS decisions.

WCC will communicate via the Kindertales in the event we have a unique situation at our location(s) that may require closing or late arrival/early dismissals.

- When MCPS schools open two hours late all WCC programs open at 10 am.
- MCPS decisions to close early due to inclement weather are generally made by 11 am or as soon as possible if a situation arises.



HEALTH AND SAFETY

Administering Medication at School

Medication will be administered by Center staff under the following conditions:

Prescription Medication

At least one dose of prescription medicine has been given to the child at home. Prescription medication may only be administered according to a licensed health practitioner's written instruction or the instructions on the label of the medication.

The Medication Authorization Form (see Forms Section) must be signed by a parent or guardian. Authorization must include:

- a. Child's name
 - b. Parent or guardian's signature and date.
 - c. Identity of the medication and dosage to be given.
 - d. Dates on which the medication is to be administered, and
 - e. Time of day medication is to be given and/or the conditions for which it is to be administered.
1. Prescription medication must be in the original container and labeled by the pharmacy or physician with:
 - a. Child's name
 - b. Identity of the medication and dosage to be given.
 - c. Dates on which the medication is to be administered, and
 - d. Time to administer the medication or the conditions for which the medication is to be administered.
 - e. An expiration date that indicates that the medication is still usable.

Non-Prescription Medication

Non-prescription Medications will only be administered with a doctor's prescription and must follow the guidelines above.

The amount, date, and time of administration and who gave the medication to the child in the Center will be recorded in the child's file.

The Center shall store all medication safely and properly, labeled with the child's name, the drug dosage, and expiration date and shall discard medication or return it to the child's parent upon the expiration date and when it no longer is to be administered.

Parents are to give medication to a staff member. Medication may not be left in a child's cubby or within any child's reach.

Sunscreen may be applied with parent permission and insect repellent may be applied once per day.



Exclusion from Daily Activities

All children play outside each day except in extreme weather. Please refrain from sending a child to the Center when he or she is not healthy enough to participate in the full range of activities. In extenuating circumstances, an exception may be made. Parents should request special permission in writing from the Site Director so that supervision can be arranged.

Hand Washing

The best way to prevent illness and the spread of germs is through frequent washing with soap and water. WCC requires hand washing throughout the day for children and staff. Children also wash hands before and after eating, after using the toilet or having their diaper changed, before using water tables, after playing on the playground, after handling pets or pet items, after blowing their nose and whenever hands are visibly dirty. Adults assist children to make sure they are adequately washing.

Teachers wash hands upon arrival at work, before preparing or serving food, before and after using the toilet, changing a child, or assisting them in the bathroom, after contact with any bodily fluids, before and after tending to a sick child or giving medication, after removing gloves used for any purpose. It is a good practice for parents to have their child wash hands before they go home to cut down on transmission of germs from school to home.

Head Lice

WCC, like most schools, has occasional problems with head lice. In order to prevent spreading lice, we do periodic checks throughout the year. Children with head lice need to be picked up immediately and treated with a special lice shampoo, such as NIX. Nits (lice eggs) must be removed from the hair shaft with a comb or manually to get them out of the hair. Before returning to the classroom the child must be checked by the Site Director to be sure that no live lice or nits remain. WCC will take the necessary measures at school and provide parents with information regarding measures to take at home. It is essential that we maintain a NO NITS policy.

Illness and Injury

Please contact the Center when your child is sick or injured. If your child is ill with a communicable disease, please notify us so that we can relay the information to other parents. If a child becomes ill at the Center, the child will be made comfortable in the office; parents will be called and are expected to pick the child up immediately. It is the parent's responsibility to arrange a back-up system in the event that he or she cannot leave work to pick up a sick or injured child. We will contact the people listed on the emergency card if parents are not available.

All of our staff is trained in Pediatric First Aid & CPR. In the event that your child is injured, staff will comfort the child and perform the necessary first aid procedures. An



accident report will be completed, and parents should sign and retain a copy upon pick-up. If your child requires medical attention after an injury, please inform the center.

If the injury is serious and requires immediate medical attention, staff will call 911 and the child will be accompanied to the hospital by a staff member and remain with the child until a parent arrives.

Illness Policies

The following are the Center's policies for some common childhood illnesses:

Disease	Symptoms	Policy
<i>Common Cold</i>	Irritated throat; Discharge from nose & eyes; Chills & general discomfort	It is recommended that children stay home for own comfort and to minimize contagion.
<i>Streptococcal (Strep Throat)</i>	Fever. Sore throat. Difficulty swallowing; Swollen glands Often vomiting	Child must stay home for 24 hours after treatment begins.
<i>Conjunctivitis (Pink Eye)</i>	Red eyes, Discharge from eyes	The child must stay home for 1 day after physicians' treatment.
Head or Body Lice Impetigo Cough Diphtheria Hepatitis Impetigo Measles Meningitis Ringworm Scabies Tuberculosis Pneumonia Whooping cough		The child must stay home and will be re-admitted only after medical treatment is provided and the Center has received written notification from the physician stating that the child is able to return to the center.

In addition to the illnesses listed above and the COVID-19 regulations, your child should stay home (or will be sent home) if he or she has any of the following symptoms:

- Fever of 100.4 degrees or higher
- Thick nasal discharge
- Discharge from eyes or ears



- Vomiting
- Diarrhea
- Rash

COVID-19 Guidelines

WCC encourages best practices to avoid and stop the spread of COVID and all other infectious diseases. Please see the Maryland State Department of Education's most recent COVID-19 Guidelines at

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/memorandum-covid-19_schools_and_child_care.pdf

It is recommended that persons with symptoms of COVID-19 should be tested. If the test is negative, they may return when symptoms are improved, they have no fever for 24 hours without medication, and applicable criteria in the [Communicable Diseases Summary](#) have been met.

**Masks are optional.*

ABSENCES/LATE ARRIVALS OR EARLY DISMISSALS

Please report your child's absence, expected tardiness, or early dismissal via Kindertales.

Parents/guardians are encouraged to wear masks before exiting their cars and while dropping off and picking up your child(ren). We suggest sanitizing hands as well.

Tuition is due and will not be waived regardless of the absence of the child for reasons such as vacation, illness, or the temporary closing of the Center for weather or other emergencies.

HEALTHY ENVIRONMENT

Cots are spaced out as much as possible and children are placed head to toe for naps. Staff disinfect high-touch surfaces, such as door handles, light switches, faucets, toilet seats and handles routinely. Toys that cannot be washed are not used and should not be brought from home.

Staff performs thorough cleaning at the end of each day on all touched surfaces.

Staff have access to hand sanitizers and disposable gloves and use them as needed. Staff wash their hands and children's hands with soap and water for at least 20 seconds often, particularly upon arrival, before and after eating, after diapering or using the toilet, after playing outdoors and following any contact with bodily fluid.



WCC program tours are given on Tuesdays and Thursdays at 9:30 am to minimize disruption.

All staff must be vaccinated/boosted from COVID 19 and the flu as a condition of employment.

Meal Preparation and Service

All surfaces are disinfected before meal preparation and feedings using EPA approved disinfectant products.

All staff wash hands before and after meal preparation and feeding.

Each child's meal is plated and served by staff.

Children do not share eating utensils.