## My Privacy Policy

* I will do all that I can to protect your family’s privacy and will abide by the Maryland state privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission.
* You may contact me by text during the hours that my business is open, Monday through Friday from 7:00 am to 5:30 pm. In order to not disturb the children schedule I would really recommend only phone calls in case of emergencies, during this time.
* You may contact me by phone or text message to discuss business Monday through Friday from 5:30 pm to 7:00 pm.
* You may not contact me to discuss business out of those hours.

Permission to Share Information

My first priority is to protect your child’s health and safety. To ensure that I am operating with your full understanding and agreement, I ask that you grant me permission to conduct the following activities. Please initial each item for which you consent and a “X” which you do not consent:

\_\_\_ Placing photos of your child around my home.

\_\_\_ Placing photos of your child in photo albums that are viewed by prospective clients and other families in my care.

\_\_\_ Taking daily photos of your child during different activities done in the childcare to be share with you, by printed or electronic methods.

\_\_\_ Giving copies of photos of your child to other families in my care.

\_\_\_ Using photos of your children in my marketing flyers.

\_\_\_ Using photos of your children on my website.

\_\_\_ Posting artwork and craft activities signed by your child around my home.

\_\_\_ Occasionally involving in neighborhood children in indoor and outdoor activities with the children in my care.

\_\_\_ Using electronic monitor to listen to your child from another room.

\_\_\_ Including the name of your child and the names of other members of your family in my client newsletter and posting this information on my bulletin board.

## I Do Not Discriminate

* I will not discriminate against any child, parent, or family based on race, color, gender, special health care need, disability, national origin, sexual orientation or public assistance status.

## Children with Disabilities and Children with Special health care needs

* Consistent with the Americans with Disabilities Act (ADA), it is the policy of Early Beginnings Childcare LLC to provide reasonable accommodation when requested by a qualified applicant with a disability or Special health care need, unless such accommodation would cause an undue hardship.
* I am willing to take special training to learn how to care for a child who has special needs.
* You must provide me with written instructions if your child requires special therapy, an individualized program of instruction, or behavior guidance. These instructions do need to be prepared by a physician or therapist.
* We strongly encourage your family to share with us a copy of your child’s IFSP/IEP, if this applies, in order to best support your child. We best accommodate a place where the specialist can work with your child in the designated schedule if needed. Our program will work with you and early intervention or special education service providers to support your child and your family outcomes.

## The Rules of My Home

* You and the children need to remove your shoes or boots before walking on the carpet area of my program. It is recommended that your children have a pair of shoes to be used exclusively inside the childcare home.
* The childcare children are not allowed to play or sleep on the first floor of my home
* The home office, storage room and Furnace room is off-limits to the childcare children.
* I do have a Rough Collie dog that is current with all his vaccines. Although he is very friendly, Bailey will be kept on the first floor of my house in an area off limits for the children.

# Client Responsibilities

## Our Partnership Agreement

* We will need to work together to ensure that each child has the opportunity to develop his or her full potential.
* We agree to communicate regularly about the child’s physical, emotional, social, and intellectual growth.
* You will keep me informed about any change in the child’s schedule, routine, or home environment. I will do the same for any changes in the childcare business that affect the child.
* You will notify me about any allergies or other health issues that the child is experiencing.
* You will provide me with any special written instructions for the child as needed; for example, about eating, napping, toilet-training, allergies, etc.
* Our staff works to best support your child’s development and needs. We will work with your family, and early intervention or special education service providers if needed. In order to provide the best care and support for your child, it is important to answer the next questions:
* Does your child has an I.E,P. (Individual Education Plan)?
	+ Name of the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_ No \_\_\_\_\_\_
	+ Name of the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_ No \_\_\_\_\_\_
	+ Name of the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_ No \_\_\_\_\_\_
	+ Name of the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_ No \_\_\_\_\_\_
* Does your child has an IFSP (Individualize Family Service Plan)?
	+ Name of the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_ No \_\_\_\_\_\_
	+ Name of the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_ No \_\_\_\_\_\_
	+ Name of the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_ No \_\_\_\_\_\_
	+ Name of the child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_\_ No \_\_\_\_\_\_
	+ If you answer YES for any child enrolled, we request that you voluntarily provide us a copy of the IEP or IFSP. Sharing this information is not mandatory, however, we highly encourage the disclosure of this information. This will be beneficial to your child and all the adults who are supporting his/her growth and development.
* I will provide you with age-appropriate written materials for the child.
* You agree to participate in an annual evaluation of my childcare program.
* You agree to follow the policies of my childcare program.

## Family Conferences

* You agree to schedule and attend conferences regarding your child’s development and progress, periodically, and at least once per year.
* Every three months you will be notified about open days for schedule parent-teacher conferences.
* The notification for open days conferences will be sent by email and published on the program board.
* Schedule appointment for a conference should be done with at least one week in advance by email: earlybeginningschildcare2@gmail.com or by text: (301) 905-2111
* Exceptionally, conferences can be scheduled 24 hours before.

## My Records for Your Child

* I will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes and at least once a year for children 12 months and up and every 6 months for infants.
* your emergency contact information, including the name of a backup person in case I am unable to reach you, and the phone numbers of the child’s doctor and dentist.
* a list of everyone who is authorized to drop off and pick up the child.
* a signed and completed enrollment form.
* any special care or health requirements for your child
* a signed consent form to obtain emergency medical or dental care.
* written permission to transport your child.
* all health forms required by the State of Maryland. All these documents must be provided to my program before your child is under our care.
* According to state law, you must provide me with updated immunization records every:
* 6 months for infants
* 12 months for preschoolers
* 12 months for school-age children

You are responsible for updating these records immediately when any of this information changes

## Backup Childcare

* You will be responsible for finding backup childcare if I must close my business or am unable to care for your child for the day. This may include, but is not limited to, the following reasons:
* I take a sick day.
* I take a personal day.
* There is an emergency in my family (death, serious illness, accident, etc.).
* I must close my business due to bad weather or other emergency.
* My children are ill.
* I can refer you to the local childcare resource and referral agency as a resource for finding backup childcare.
* It is your responsibility to arrange backup care, but I can suggest a list of childcare providers, and you will be responsible for screening, selecting, and paying them. I cannot take responsibility for any problems that arise if you use one of the providers on the list.

## Supplies for Your Child

* I will ask you to provide the following items each day, labeled with the child’s name:
* plastic sealable bags (for soiled clothing)
* sunscreen lotion
* insect repellent
* diaper ointment
* teething gel
* disposable diapers
* cloth diapers (or a diaper service)
* baby wipes
* baby bottles
* baby formula and baby food
* baby powder and ointment
* paper towels
* a pacifier, blanket, or other security item for naps

## Dependent Care Plans

* I will participate in any dependent care plan that is offered by your employer. You must provide me with the required forms and instructions and keep me informed about the deadlines required by your plan.
* I will complete the documents required by your dependent care plan and prepare the necessary receipts. After I receive the payments, I will return the documentation by mail either to you or to the human service department listed on the paperwork, according to your written instructions.

## Bad Weather Closings

* Early Beginnings Childcare follows Montgomery County Public Schools for weather related closings. If MCPS closes school due to weather conditions, Early Beginnings childcare will be closed. If there is a delayed opening, we will start providing care at 10:00 am.
* I will notify you as soon as possible if my program will be closed because of inclement weather.

## Grievance Procedure

If you have any concerns or complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licensor Patricia Harrel, at (410) 205-6782

# Child Care Program

## Activities/Curriculum

* I use a curriculum that I have developed myself based on individual needs or interest following the guidelines of “Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age” and “Maryland Early Learning Standards”. These activities will incorporate the Multiple Intelligence approach which foster curiosity, independence and enrich their learning experiences, contributing to their holistic development.
* I will conduct the following activities with the children:
* literacy and language development activities
* expressive or sensory art activities
* health, safety, or nutrition projects
* puzzles, games, or manipulatives
* outdoor play
* large-muscle activities
* free play
* field trips
* math, construction and blocks
* computer time, only to facilitate learning experience
* music
* science activities
* selected videos or television shows, only to facilitate learning experiences. (Children under age of 2 will not be allowed to this activity)
* individual quiet activities
* small group and whole group activities
* dramatic play
* My program provides age-appropriate activities for infants, toddlers, preschoolers, and school-age children.
* I will conduct activities that are within the abilities of each child.
* I will conduct activities that challenge each child’s creative talent and imagination.
* I will conduct activities that include teachable moments.
* The activities in my program are provided in a structured format that offers a balance of child initiated and teacher directed activities reflecting the interests of the children.
* Here is an outline of a typical daily schedule in my program: