



**Angels of Mine Enrichment Program LLC DBA
Angels of Mine Child Care Center**

349 Fountain Street, Havre De Grace, MD 21078

Phone: (443) 502-2276 | Hours: 6:30 AM – 5:00 PM | License: 260588

www.angelsofmine.org

PARENT HANDBOOK AND CONTRACT | Updated March 6, 2026

About Us

Angels of Mine Childcare Center is a state-licensed daycare providing care for children aged six weeks to 12 years. We are committed to excellence in education, fostering academic, emotional, and social development while ensuring the safety and well-being of every child. Our center is a welcoming environment where children can learn, play, and grow in a nurturing community.

Philosophy Statement

At Angels of Mine Childcare Center, we believe every child—regardless of ability, cultural background, or developmental stage—deserves respect, nurturing, and opportunities for growth. Grounded in Maryland's high-quality early education standards, our philosophy fosters a safe, enriching, and inclusive environment. We encourage creativity, self-directed learning, and play as powerful pathways to discovery and development. Specifically, we uphold these core principles:

1. Individualized Learning and Support

Children learn at their own pace and in diverse ways. We acknowledge each child's strengths, interests, and needs—including those with disabilities—by offering flexible learning experiences and, when appropriate, individualized support and accommodations.

2. Positive Self-Concept through Diversity and Encouragement

A child's self-esteem grows through experiences of success, collaboration, and respectful interactions. By embracing multicultural and inclusive materials, activities, and family engagement, we help each child feel valued and respected for who they are.

3. Equitable and Supportive Self-Discipline

We nurture self-discipline by modeling empathy, consistency, and understanding. Our approach emphasizes fairness and respect—ensuring that each child, regardless of background or ability, can thrive in a welcoming and equitable setting.

4. Fostering Independence and Growth

Children flourish when trusted to attempt tasks independently while receiving guidance to develop new skills. Our environment and routines empower children to make choices, solve problems, and build self-reliance.

Mission Statement

At Angels of Mine Childcare Center, our mission is to create a warm, inclusive community that welcomes and celebrates children and families from all backgrounds, abilities, and cultures. We value the rich diversity within our city and partner with families, neighbors, and local organizations to:

Promote Belonging and Inclusion

We strive to meet each child's unique needs—especially those with disabilities—so that all children, families, and staff feel respected and supported.

Honor Cultural and Linguistic Diversity

Through culturally relevant activities, multilingual resources, and ongoing dialogues with families, we foster an environment where every child's heritage is embraced.

Encourage Shared Experiences and Learning

By inviting families and community members to participate in our program, we create authentic learning opportunities that enrich children's social, emotional, and cognitive skills.

Commit to Ongoing Improvement

In alignment with Maryland accreditation standards, we continually refine our practices, invest in professional development, and collaborate with experts in the field to ensure the highest level of care and education.

Inclusion Statement

We are committed to creating an inclusive environment where every child feels valued and supported. Our program does not discriminate based on ability, race, religion, ethnicity, or any other characteristic. We celebrate diversity and provide individualized care to meet the unique needs of each child.

Individualized Education Plan (IEP) Statement

For children with IEPs or Individual Family Service Plans (IFSPs), Angels of Mine collaborates with families and educational professionals to ensure accommodations and support are implemented effectively. Our staff receives ongoing training to meet the needs of all children, promoting their growth and success.

Admission and Enrollment Requirements

To enroll, families must provide the following documents:

- Enrollment Agreement
- Emergency Contact Form
- Physical Assessment Form (Part I & II)
- Immunization Record (MDH Form 896)
- Blood Lead Testing Certificate (if applicable)
- Topical Care Authorization (as needed)
- Parent Handbook Agreement Form

Additional forms may be required if your child has a medical condition and requires special accommodations. Parents are responsible for keeping their and their child's records up-to-date. This includes notifying the center of changes in address, employment, or contact information, as well as providing updated immunization records and medical forms when applicable.

Non-Discrimination and Inclusion Disclaimer

Angels of Mine Childcare Center admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the center. We do not discriminate on the basis of race, color, national origin, religion, or disability in the administration of our educational policies, admissions policies, or any other center-administered programs.

Tuition and Fees

Effective January 1, 2026

- Infants (6 weeks–23 months): \$400/week
- Toddlers (24–36 months): \$320/week
- Preschoolers (3–4 years): \$300(potty trained) – \$310 (non-potty trained) /week
- Pre-K (4–5 years): \$280 (potty trained) – \$290 (non-potty trained) /week
- School Age (Before/After School): \$185/week
- Summer Care Program (4 to 12 years old): \$260/week

- Drop-in care: \$80/day
- Drop-in care infants: \$90/day

10-Hour Care Window

Childcare is provided for up to 10 hours each day. For any time beyond this window, an overage fee of \$10 per additional hour will be added to your account.

School-Age Voucher Coverage

If your child is not in attendance on these days, you are still responsible for the reserved space, as fees are based on the slot, not daily attendance. If you'd like your child to attend on a non-school day, the drop-in rate is \$70 per day or \$35 for half days. Please also review your vouchers, as they generally cover a specific number of hours each week based on the work schedule you provided (typically 30 to 50 hours).

Extended Non-School Days

For extended non-school days, we're happy to offer a capped flat rate of \$250 for the week, which covers your child's care and limits additional daily charges. Registration fee of \$100.00 per child in each family.

Family Discounts

- Multiple Children: 15% discount for each additional child, applied to the oldest child's rate. This does not apply to before/after care-only programs.
- Active Military Families: 10% weekly discount.

Payment and Late Fees

Accepted payment methods include Visa, MasterCard, Discover, Amex, checks, Cash App, cash, money orders, dependent care, and Flex Spend accounts. Payments can also be made via our website or Brightwheel.

- Payment Due Date: Monday of each week.
- Late Fees: \$15 late fee applied after Tuesday, with an additional \$10/day until paid.
- Children with unpaid balances will not be allowed to attend the following week.
- Balances must not exceed one week. Bi-weekly or monthly payments are accepted if paid in advance.
- Withdrawal: Two weeks' notice is required for withdrawal.

Absent Rates

- Weekly tuition is charged for children attending three or more days per week, including holidays. No discounts are provided for early pickups or absences.
- Returned checks incur a \$35 fee.
- Late pick-up charges are \$5 per minute per child. Late pick-up is considered an exceptional occurrence.

Vacation Time & Tuition

Private Pay Families (Out-of-Pocket Tuition): Private pay families are eligible for one (1) tuition-free vacation week per contract year, with the following requirements: Must be used as a full Monday–Friday week (no partial weeks or individual days). Requires at least two (2) weeks' written notice. Cannot be used during the Christmas–New Year's holiday week. The tuition-free vacation week does not carry over to the next contract year, has no cash value, and is non-transferable.

Families Receiving MSDE Scholarship/Tuition Assistance: Families receiving MSDE scholarship/tuition assistance may also take vacation time. However, tuition is paid according to the

scholarship program's rules (including rules related to child absences). Scholarship payments are not reimbursable to parents/guardians for vacation time. The center does not issue credits or cash reimbursement to parents/guardians for days paid by a third-party scholarship/assistance program.

Parent Responsibilities Regarding MSDE Scholarships

Parents participating in the MSDE scholarship program are financially responsible for:

- Copayments: All copayments required by the scholarship program.
- Out-of-School School-Age Payments: Payments for care during school closures or non-school days.
- Tuition Differences: Any difference between the scholarship amount and Angels of Mine's tuition rates.
- Additional Fees: This includes late payment fees, late pickup fees, registration fees, and costs for field trips or special activities.

Scholarship Payments, Receipts, and Tax Documentation

Angels of Mine Enrichment Program will provide documentation of payments actually made by the parent/guardian (for example: copayments, parent-paid balances, late fees, registration fees, or other parent-paid charges).

Tuition paid to Angels of Mine by the MSDE Scholarship Program (or any third-party assistance program) is not considered a parent/guardian payment. Therefore:

- Parents/guardians are not eligible to request a receipt or year-end statement showing scholarship-paid amounts as if the parent/guardian paid those funds.
- Angels of Mine will not create, alter, or reissue receipts to reflect scholarship payments as parent-paid tuition.
- Angels of Mine will not split, share, or refund scholarship payments to parents/guardians. Scholarship payments are issued for child care services and are administered through the scholarship program.

Parents/guardians are responsible for using accurate documentation for tax reporting and should consult a tax professional. In general, only out-of-pocket child care expenses paid by the parent/guardian may be eligible to be claimed; amounts paid by third-party assistance programs are not parent-paid expenses.

Curriculum & Activities

Our curriculum is the Experience Curriculum by Brightwheel, an experience-based and developmentally appropriate program aligned with Maryland Early Learning Standards and COMAR 13A.16. This approach prioritizes hands-on exploration, child-led discovery, and meaningful real-world experiences as the foundation for learning and development. All children participate in outdoor activities and recreational play daily, weather permitting, in compliance with COMAR 13A.16.09.

- Infants (6 weeks–12 months): Responsive, sensory-rich experiences that follow each infant's individual cues — including exploratory play, caregiver interaction, and age-appropriate movement activities that support milestone development.
- Toddlers (12–36 months): Hands-on, active learning experiences including group time, songs, and early literacy moments that introduce foundational concepts such as colors, shapes, and numbers through play and daily routines.
- Preschoolers (3–4 years): Experience-based learning through intentional exploration across learning centers — supporting language development, early literacy and phonics, creative arts, and pre-writing skills through child-led and teacher-guided activities.

- Pre-K (4–5 years): Structured experiential learning that builds school readiness through project-based activities, collaborative exploration, and focused skill development in literacy, numeracy, problem-solving, and social-emotional growth.

Summer Activities for School-Age Children

During summer break, we provide engaging activities tailored to school-age children, including:

- Educational field trips
- Arts and crafts projects
- Swimming and water play
- Movie days
- Interactive games and team-building exercises

These activities are designed to provide a balance of education and recreation, keeping children active and entertained throughout the summer.

Children with Disability Enrollment Policy

Angels of Mine Enrichment Program is dedicated to providing an inclusive and nurturing environment for all children. We welcome children with special needs based on our ability to meet their individual requirements effectively. Enrollment decisions will consider the center's capacity to facilitate the necessary accommodations, the availability of qualified staff trained in special needs education, and the resources required for one-on-one supervision if needed.

We collaborate with families to understand and support their child's unique needs. A written statement from a medical or educational professional outlining the child's specific requirements may be requested to ensure appropriate care and accommodation. Our program is committed to fostering an inclusive environment that does not discriminate based on ability, religion, race, ethnicity, or any other characteristic.

By prioritizing open communication and shared expectations, we strive to provide an enriching experience for every child, supporting their development and well-being while ensuring fairness and transparency.

Inclement Weather Policy (HCPS-Aligned)

Angels of Mine Enrichment Program (AOM) follows Harford County Public Schools (HCPS) inclement weather decisions.

- If HCPS is closed, AOM is closed.
- If HCPS has a delay, AOM will follow the same delay.

Two-Hour Delay

- AOM opens at 8:30 AM.
- Latest drop-off is 9:30 AM.
- Breakfast is served to children who are present by 8:30 AM.
- Children arriving after 9:00 AM must be fed before drop-off.

Three-Hour Delay

- AOM opens at 9:30 AM.
- Latest drop-off is 10:30 AM.
- Breakfast is not served on three-hour delay days. All children must be breakfasted before arrival.

Administration will share closure and delay updates through Brightwheel and/or the program's standard communication methods.

Emergency, Holiday, and Closure Policies

Holiday, Emergency, Sickness, Inclement Weather, and State Closing Policy

We are closed for the following holidays:

- Martin Luther King Jr.'s Birthday
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Week through New Year's Day (yearly)
- New Year's Eve
- New Year's Day

If the holiday falls on a weekend, we will close the Friday before or Monday after. If we close for any other reason, you will be given a two-week prior notice except for emergency cases. We follow Harford County Schools for inclement weather closures.

At Angels of Mine Enrichment Program, the safety and well-being of children, families, and staff are our highest priorities. In the event of emergency closures mandated by the State of Maryland, or due to natural disasters, pandemics, or other unforeseen circumstances, the following policy will apply:

Closure Decisions

- Emergency closures will be determined based on guidance from local, state, or federal authorities. These closures may include, but are not limited to, events such as severe weather conditions, public health emergencies, or natural disasters.
- Parents will be notified promptly through multiple communication channels, including email, Brightwheel, and social media platforms.

Tuition During Emergency Closures

- Parents are required to pay for their child's reserved slot during emergency closures unless otherwise indicated by the Director of Angels of Mine Enrichment Program.
- Tuition payments are essential to maintain operational expenses, staff salaries, and the center's readiness to reopen promptly once it is safe to do so.

Exceptions

Any decision to adjust or waive tuition fees during extended closures will be at the sole discretion of the Director and will be communicated to families in writing.

Continuity of Learning

During prolonged closures, the center will make reasonable efforts to provide alternative educational resources, virtual learning activities, or parent support materials, where applicable, to ensure the continuity of children's development.

Reopening Procedures

Once it is deemed safe to reopen, families will receive detailed information regarding the reopening timeline, health and safety measures, and any adjustments to the center's operations.

Evacuation Plan

Monthly fire drills and semi-annual emergency preparedness drills ensure readiness. Plans for shelter-in-place, lockdown, and reunification are available upon request.

Health, Safety, and Nutrition

Immunization

Immunization is required. All children who attend daycare must have a certificate of immunization. Parents must submit an MDH Form 896 at the time of enrollment. This is a state requirement and must be enforced. We ask that each time your child has an immunization, you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department.

Administering of Medication

All medications must be prescribed by the child's doctor. Prescription details, dosage, and administration instructions must be documented on an MSDE Medication Administration Form and signed and stamped by the doctor. Only then will AOM staff administer medication while the child is in care.

Over-the-counter medications, excluding fever reducers, must be authorized by parents through a topical form or written authorization. Medication must be in its original container with the child's name clearly labeled.

Adverse Reaction to Medication

If our front office or your child's teacher notices any type of adverse reaction to any medication, or if your child has any type of allergic reaction to food or insect stings, you will be notified as soon as possible. A form will be filled out by our staff indicating reactions, and you will receive a copy.

Exclusion of Sick Children

If your child's temperature is 100.4 degrees or higher, or he/she develops diarrhea, vomiting, or any other contagious symptom, such as but not limited to rash, sore throat, or pink eye, we will notify you to come pick up your child.

If a child is sent home with a temperature, vomiting, diarrhea, or any other contagious symptom, he/she may not return to the center until 24 hours after the symptom subsides. In accordance with MSDE guidelines (COMAR 13A.16), Angels of Mine Childcare Center has implemented the following policy: If a child in the same household as an enrolled student is experiencing symptoms of a contagious illness, their sibling(s) attending Angels of Mine will also be excluded from care.

We will not administer fever reducers throughout the day to keep a child's fever down. If you would like for your child to have medicine for cough or runny nose, please bring medicine or homeopathic remedies without fever reducer.

There is a notice on our bulletin board in the foyer that is constantly updated listing all illnesses/diseases present at the center. A communicable disease chart is posted in the foyer on the bulletin board for your viewing. The chart contains recommendations for the exclusion of sick children and their readmission, as recommended by the state and followed by our center.

Notifiable Communicable Diseases

According to the communicable disease chart posted on our bulletin board, there are certain infectious illnesses that must be reported to the health department. These illnesses are referred to as notifiable communicable diseases.

We are required by law to report any suspected case of notifiable communicable diseases to the local health department. It is the parent's responsibility to inform us of a notifiable communicable disease their child or children may have been exposed to. If your child is exposed to a notifiable communicable disease, our center will notify the appropriate parents/guardians that their child may have been exposed as well and recommend proper action be taken.

COVID-19 Policy

Any parent, child, teacher, or staff member that tests positive for COVID-19, regardless of vaccination status, may return after 5 days of isolation if they are fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving. Day 0 is the test day for those with no symptoms. For those with symptoms, day 0 is the day symptoms started.

Any parent, child, or staff member who is exposed to someone who tests positive for COVID-19 should wear a mask for 10 days and watch for symptoms. Day 0 is the day of last exposure to someone with COVID-19. If symptoms develop, isolate immediately. Exposed individuals should get tested at least 5 full days after last exposure.

*Please note: Masks are not recommended for children under 2 years of age, or for people with some disabilities.

Staff or any other persons being supervised by the staff shall not be allowed in the center if they knowingly have or present symptoms of vomiting, fever, or diarrhea.

Meals

Our center will provide breakfast, lunch, and an evening snack. Milk or juice is served with all meals and snacks, and water is offered throughout the day. The meals and snacks for each week vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

Children should not bring food except in cases of allergies or special diets prescribed by a physician. A doctor's note is required for all food brought from home, including special milk and snacks. Food allergies can be life-threatening, and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Weekly menus are posted on the bulletin board and are available at the beginning of every week. All food products are purchased weekly, bi-weekly, or monthly. Perishable products are bought fresh weekly. Our mealtimes are as follows:

- Breakfast: 8:30 AM – 9:00 AM
- Lunch: 11:45 AM – 12:15 PM
- Evening Snack: 3:00 PM – 3:45 PM

Handwashing, Health & Safety

Hand hygiene stations will be set up at the entrance of the facility so that staff and children can clean their hands before they enter. All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water. Hand washing will be performed as follows:

- Upon arrival in the classroom in the morning
- Before and after eating meals and snacks
- After blowing noses, coughing, or sneezing, or when in contact with body fluids
- After toileting or changing diapers

- After returning from outside play

Cleaning and Disinfecting

All surfaces and objects that are frequently touched—such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, and light switches—will be routinely cleaned, sanitized, and disinfected. All toys and surfaces will be cleaned and sanitized at the end of the day. All toys that are put in a child’s mouth will be placed in a bucket until cleaned and sanitized.

Drop-Off and Pick-Up Procedures

- Children must arrive at the center no later than 9:30 AM. It is the responsibility of the adult dropping off the child to check them in and escort them to their classroom. Dropping off children in the parking lot and allowing them to enter unescorted is prohibited, as per state regulations.
- Parents/legal guardians will have access to all childcare areas during their child’s attendance. Parents must inform staff before removing their child from the center.
- Authorized pick-up persons must be documented in the enrollment forms. Parents must sign children in and out daily using the Brightwheel App or the provided sign-in sheets.
- Authorized individuals will be assigned a unique PIN for check-in and check-out. If someone not listed is picking up the child, prior written authorization is required. Photo identification, such as a valid driver’s license, is mandatory for anyone not recognized by staff.
- Custody agreements must be provided to the center to ensure proper compliance. Without documentation, the center cannot restrict a parent’s access.
- In the event of a late pick-up, the center will attempt to contact the parents and emergency contacts. If no contact is made after two hours, local child protective services will be notified.

Pandemic Policy for Drop-Off, Pick-Up, and Operations

During a pandemic, the center will adhere to guidelines from the state licensing department, the governor, and the CDC. Changes may include:

- Posting signs at all entrances detailing restricted access policies.
- Limiting building access to children and staff essential for daily operations.
- Modifying sign-in/sign-out procedures, including staff signing children in and out to minimize contact.
- Conducting daily temperature checks and health screenings for all staff and children. Individuals with a fever of 100.4°F or above or respiratory symptoms will be excluded.
- Implementing staggered arrival and pick-up times to reduce crowding and minimize contact.
- Staff escorting children to and from classrooms at drop-off and pick-up times.
- Establishing hand hygiene stations at facility entrances for use upon arrival.
- Limiting classroom sizes and keeping groups separated to avoid mixing.
- Suspending unnecessary child transportation.
- Frequently cleaning, sanitizing, and disinfecting high-touch surfaces, toys, and objects. End-of-day sanitation is mandatory.

Parent Access

- Parents may visit the center unannounced at any time while their child is in care.
- Parents will receive requested information about the center’s operations and their child’s care.
- Daily communication (verbal or written) will be provided regarding the care of infants, toddlers, and nonverbal children.
- The infant room is open to parents for nursing or feeding.

Safety Measures: External doors will remain locked at all times for the protection of children. Parents are encouraged to adhere to all policies for the safety and well-being of all children in care.

Policy for Discipline, Touch, and Mandatory Reporting

Discipline Policy

At Angels of Mine Childcare Center, we recognize the paramount importance of social-emotional health in the holistic development of children. Understanding that the foundation of a child's learning and development is built upon responsive relationships and positive discipline techniques, our policy is designed to nurture, guide, and foster supportive environments conducive to the growth and thriving of every child.

Policy Statement: Our staff are committed to employing positive behavioral supports and strategies to assist children in developing self-regulation, respect for others, and a strong sense of community. The following strategies are integral to our approach:

- **Providing Choices:** Empowering children with choices encourages autonomy and self-regulation. It allows them to feel a sense of control over their actions and decisions.
- **Redirection:** Redirecting children's attention and actions toward positive alternatives minimizes conflicts and promotes learning of appropriate behaviors.
- **Clear Rules and Expectations:** Developed collaboratively with input from children, clear rules and expectations promote a shared understanding of acceptable behaviors, fostering a sense of ownership and responsibility.
- **Reflection and Problem-Solving:** Encouraging children to reflect on their actions and engage in problem-solving with the guidance of caregivers supports the development of critical thinking and emotional regulation skills.

Rationale: Social-emotional health is a critical factor in a child's development and readiness for school. By cultivating responsive relationships and employing positive discipline techniques, we create a supportive environment where children are encouraged to explore, learn, and develop in a healthy and balanced manner. Our approach is rooted in the understanding that positive reinforcement, coupled with consistent, nurturing guidance, fosters an atmosphere of trust and respect.

Implementation: To effectively implement this policy, our center commits to:

- Ongoing training for staff in positive behavioral support and strategies.
- Engaging children in the creation and understanding of classroom rules.
- Regular communication with families about our practices and encouraging consistency between home and childcare environments.
- Reflective practices among staff to continually assess and improve our strategies in supporting children's social-emotional development.

Biting

Biting is a normal stage of development that is common among infants and toddlers—and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Supervision and prevention will be the number one way we help change the behavior.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Touch Policy

Physical touch is an essential part of childcare and helps foster trust, emotional security, and social-emotional growth. Our staff are trained to provide appropriate, nurturing touch that supports children's well-being while maintaining respect for their boundaries. Examples include:

- Comforting a child who is upset with a hug or gentle pat.
- Assisting with self-care tasks like handwashing or changing diapers.
- Providing physical support during active play or transitions.

Staff will always ensure that physical interactions are appropriate and respectful of each child's individual needs and preferences.

Mandatory Reporting

We are required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the Department of Family and Children's Services. Staff are trained in recognizing and reporting signs of abuse or neglect. This includes:

- Physical abuse or injury.
- Emotional abuse.
- Sexual abuse or exploitation.
- Neglect or deprivation of basic needs such as food, shelter, or medical care.

Reports will be made confidentially and immediately to the appropriate authorities. At Angels of Mine Childcare Center, the safety and welfare of every child are our highest priorities.

Policy for Care of Infants and Toddlers, Nap, and Parent Responsibilities

Infant Care

We provide care for infants starting at 6 weeks of age. Parents are required to bring all infant bottles pre-made with formula daily. Bottles must be labeled with the child's name and the current date.

- Parents must provide at least 3 changes of clothes for their child in case of accidents or soiled clothes.
- If a child eats baby food or cereal, parents must supply all baby food with the child's name on the jars or containers.
- An infant information form must be completed by the parent/legal guardian and kept updated in the infant area.
- Leftover formula and opened baby food will be returned home each day. We cannot retain these items overnight.
- The center provides whole milk for infants as needed.
- Parents must provide diapers and wipes for their children. Diapers can be brought daily (at least eight per day) or in bulk. Diapers will be changed every two hours or as needed when soiled.
- If a child uses a pacifier, it must be marked with the child's name or initials. Pacifiers attached to clothing or worn around the neck are not permitted.

Safe Sleep Practices

Infants will be placed on their backs in a crib to sleep unless a physician provides a written statement authorizing another sleep position for that infant. The following guidelines apply:

- No objects, including covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items, will be placed in or on the crib with an infant.
- No objects will be attached to the crib, such as crib gyms, toys, mirrors, or mobiles.
- Only sleepers, sleep sacks, or wearable blankets provided by the parent/guardian may be used. These items must fit according to the manufacturer's guidelines and not slip up around the infant's face.

- Individual crib bedding will be changed daily or more often if needed.
- Infants who arrive at the center asleep or fall asleep elsewhere will be moved to a safety-approved crib for sleep.
- Swaddling, wedges, positioning devices, and monitors are not permitted unless authorized in writing by a physician for a specific infant.

Toddler Care

- Parents must provide diapers and wipes for children ages 12–24 months. Diapers can be brought daily (at least eight per day) or in bulk. Diapers will be changed every two hours or as needed when soiled.
- Parents must provide pull-ups for children ages 24–36 months who are not potty trained.
- Our staff is trained to assist with potty training (parents must initiate and be actively potty training at home) for children aged 24–36 months. Children will be taken to the restroom several times a day and encouraged to use the toilet.
- Once a child consistently uses the toilet, parents will be instructed to transition their child to underwear.
- All children need at least 3 changes of clothes kept at the center for accidents.

Nap Time

Nap time is scheduled from 12:30 PM to 3:00 PM for children aged 1–5 years. Infants will nap at various times throughout the day based on their individual schedules.

- The center provides each child with a bed or cot with sheets for nap times.
- Parents must provide a blanket for their child, which should be taken home weekly to be washed and returned.
- Parents must also provide a change of clothes for each child in case of accidents.

Parent Responsibilities

Parents play a crucial role in supporting the care and development of their children at the center. To ensure a seamless experience, parents are responsible for:

- Providing all necessary items for their child, including labeled bottles, baby food, diapers, wipes, pull-ups, clothing changes, and blankets.
- Keeping all forms updated, including infant information forms and any other required documentation.
- Communicating with the center about any changes in their child's needs, such as feeding schedules, sleep routines, or medical requirements.
- Following all center policies, including labeling items and adhering to safe sleep and nutrition guidelines.

By working together, we can create a nurturing, safe, and enriching environment for every child.

Screen Time Policy

At Angels of Mine Childcare Center, we follow the guidelines set by the American Academy of Pediatrics (AAP) and the Maryland State Department of Education (MSDE) per COMAR 13A.16 to ensure screen time is used thoughtfully and responsibly. We recognize the importance of maintaining a balance between educational and recreational screen usage while prioritizing activities that promote physical, social, and emotional development.

Purpose of Screen Time

Screen time will only be used for educational and enrichment purposes, supporting children's learning and development. Recreational screen use will be strictly limited and age-appropriate.

Guidelines by Age Group

- Infants and Toddlers (0–2 years): No screen time is permitted, except for occasional video calls with family members or other significant individuals. Emphasis is placed on active play, hands-on exploration, and responsive interactions with caregivers.
- Preschoolers (3–5 years): Screen time is limited to a maximum of 30 minutes per week, focusing on high-quality, educational content. Any screen use is supervised by a teacher to ensure appropriateness and engagement. Screen activities are integrated into the curriculum to supplement learning objectives.
- School-Age Children (6+ years): Screen time is limited to a maximum of one hour per day, emphasizing educational programming or supervised learning activities. Recreational use, such as movies, is restricted to special occasions and must be pre-approved by the center director.

Best Practices

- Interactive and High-Quality Content: Only developmentally appropriate, educational, and high-quality content will be used.
- Active Engagement: Educators will engage with children during screen time, asking questions and encouraging discussion about the material.
- Alternative Activities: Screen time is not a substitute for physical activity, hands-on learning, or interpersonal interactions. Daily schedules prioritize these over screen use.
- Environment Control: Screens are not placed in classrooms as a standard feature. Screen time occurs in a designated area under teacher supervision.

Prohibited Use

- Screen time will not be used as a reward or punishment.
- Screens will not be used during meals or snacks.
- Unsupervised or passive screen time is strictly prohibited.

Family Communication

Parents will be informed of the screen time policy during enrollment and through regular communication. Families are encouraged to adopt similar guidelines at home to support consistency in children's routines.

Exceptions

Screen time limits may be adjusted for special educational programs, virtual learning opportunities, or during rare occasions such as weather-related indoor days, with prior notice to parents.

Staff Qualifications and Display Postings

Staff Qualifications

At Angels of Mine Childcare Center, our staff are hired in compliance with state requirements and qualifications as a minimum standard. To ensure the highest quality of care and education, all staff members:

- Criminal History Checks: Must pass criminal history records checks before employment.
- Certification: Maintain current CPR and First Aid certifications.
- Orientation and Ongoing Training: Participate in comprehensive training that includes child growth and development; creating healthy and safe environments; developmentally appropriate practices; guidance and positive behavior strategies; building strong family relationships;

cultural and individual diversity awareness; and professionalism and ethical practices in early childhood education.

Our commitment to professional development ensures that every staff member is equipped with the knowledge and skills to provide exceptional care and education for the children in our program.

Display Postings

The following items are posted in the center for public viewing, ensuring transparency and compliance with state regulations:

- State License: A copy of the center's current license.
- Rules and Regulations: A copy of the state rules governing childcare centers.
- Evaluation Report: A review of the most recent evaluation conducted by licensing authorities.
- Communicable Disease Chart: Information about notifiable communicable diseases and their management.
- Parental Access Statement: A statement affirming parents' rights to access all childcare areas while their child is in attendance.
- Staff in Charge: Names of persons in charge during operational hours.
- Weekly Menus: Current menus detailing meals and snacks served to children.
- Emergency Plans: Plans for severe weather and fire emergencies.
- Visitor Statement: Policies and procedures for visitors to the center.

Parental Conference and Parent Authorization Policy

Parent Conference Policy

At Angels of Mine Childcare Center, we prioritize strong, collaborative relationships between families and our educational team. Regular parent-teacher conferences are essential for discussing each child's development, achievements, and growth areas.

Conference Schedule

- Frequency: Parent-teacher conferences are held twice a year, once in the fall and again in the spring.
- Timing: Conferences are scheduled during a designated week, with no regular classroom sessions. Time slots are available from early morning to late afternoon to accommodate family schedules.

Informing Families

- Advance Notice: Families will be notified about the conference schedule at least one month in advance via email, our newsletter, and notices displayed prominently within the center.
- Reminders: Additional reminders will be sent two weeks and one week prior to the conference week, including instructions for signing up.

Signing Up for a Conference

Sign-up options:

- Online: Families will receive a link to an online sign-up platform in email notifications. The platform displays available time slots for each teacher, allowing families to choose convenient times.
- Phone: Families without internet access or who prefer not to use the online platform can call a dedicated phone line for assistance in scheduling a time slot.

- In-Person: A sign-up sheet will be available at the center, and staff will assist families in selecting and confirming their conference time.

Conference Content

- Agenda Sharing: Families will receive an agenda before the conference outlining key discussion topics, including the child's development, achievements, and any areas requiring attention.
- Preparation Request: Families are encouraged to prepare questions or topics they wish to discuss to ensure a productive meeting.

Additional Information

- Interpreter Services: Available upon request for families whose primary language is not English.
- Rescheduling: Families unable to attend their scheduled conference are requested to notify the center promptly to arrange an alternative meeting time.

Parent-teacher conferences are a cornerstone of our partnership with families. These meetings foster meaningful engagement in each child's early learning journey and strengthen collaboration for their development and well-being.

Parent Authorization Policy

We require written authorization from a parent or legal guardian before children participate in any of the following activities:

- Routine transportation.
- Field trips or special activities away from the daycare center.
- Water-related activities in water deeper than 2 feet.

Water-Related Activities

- Public facilities used for water-related activities will have certified lifeguards on duty.
- All children must wear floaties or life jackets to access pool areas.
- The center does not currently have a pool on-site.

By adhering to this policy, we ensure the safety and informed consent of all children and families for activities conducted outside the center.

Prohibited Behaviors and Activities on Premises

Prohibited Substances

Smoking, vaping, the use of tobacco products, or any prohibited substances is strictly prohibited on the premises or in any vehicle used to transport children during operating hours.

Prohibited Activities and Behaviors

- Violent Behavior: Any form of physical violence, intimidation, or verbal aggression toward children, staff, or other families.
- Discrimination: Behavior or language that discriminates against individuals based on race, ethnicity, gender, religion, disability, or other protected characteristics.
- Weapons: The possession or use of firearms, knives, or other weapons on the premises is strictly prohibited.
- Unauthorized Visitors: Unauthorized individuals are not permitted to access the premises without prior approval or appointment.
- Unsafe Practices: Activities that jeopardize the health and safety of children, such as unsafe driving in the parking lot, are strictly prohibited.

- Substance Influence: Individuals under the influence of alcohol or prohibited substances are not permitted on the premises.

By maintaining these guidelines, Angels of Mine Childcare Center ensures a safe, respectful, and nurturing environment for all children, families, and staff.

Disclaimer

The Angels of Mine Parent Handbook and Contract will be provided to families via email or made available through the Brightwheel platform. Parents are required to download and review the handbook, sign it electronically or in print, and return the signed copy to the center. Additionally, parents will receive an agreement form confirming that they have received, read, and agreed to the terms outlined in the handbook.

By signing the agreement form, parents acknowledge their understanding of and compliance with the policies and procedures detailed in the handbook, ensuring a mutual commitment to providing a safe and nurturing environment for all children in our care.

I have received a copy of the contract and parent handbook via email!

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____