



**8991 Lambskin Lane  
Columbia MD 21045**

**Parent Handbook  
2023**

### **MISSION STATEMENT:**

**Kiddie MUNDO LLC** exists to provide a safe, high quality, developmental environment, with a Spanish immersion language focus, providing a stimulating early child care and educational experience, which promotes each child's social, emotional, physical, and cognitive development based on project-based methodology within an eco-friendly and holistic approach.

Kiddie Mundo's philosophy is that children are encouraged to learn and grow by participating in a complete Spanish language immersion.

**Program Hours:** The program is open from 7:30 a.m. to 5:30 p.m. Monday through Friday. Curricular work begins at 9.00 a.m. Drop-off time is no later than 9:30 a.m. Late pick up fee: Parent/Guardians who arrive at the Center after 4.00pm (academic program) or 5.30 pm (after care program) will be charged a \$2.00 per minute per child/family.

### **Enrollment Process:**

-Complete and submit the application form with a non-refundable fee of \$70.00.

-If space is available and your child is admitted to Kiddie Mundo you may secure your child's spot by submitting the registration form and submitting the non-refundable annual enrollment fee.

After that, you have two weeks to finalize the enrollment prior your child's first day of school.

- ✓ (H I) Health Examination (Updated annually)
- ✓ (H I) Child's Immunization record
- ✓ (H I) Emergency Form
- ✓ (H I) Copy of child's lead test
- ✓ Completed and signed Student's Enrollment Agreement
- ✓ Parent's photo identification card
- ✓ Developmental History and Background Information
- ✓ Photo release
- ✓ Eco-Mindful activities release (danza, meditation, yoga, gardening)
- ✓ A deposit of two weeks tuition\*
- ✓ A non-refundable enrollment fees
- ✓ Annual material fee and snack fee

\*The 2-week deposit is kept on an account and will be used for the last 2 weeks in which your child is enrolled at the center.

**Tuition:** Tuition payments are due every other Monday, and rates are based on the age of your child and their current class. Tuition payments includes holidays. Bi-weekly payments will be received in the box at the Center's front desk. KM tuition rates are reviewed every 12 months; please be advised that your child's tuition may be increased every year, to cover expenses of your children's preschool center. No further discounts

will be provided for holidays or administrative planning, staff training, conferences, inclement weather closures or your family vacations. Fees will remain the same if a child is absent due to family vacation, inclement weather, etc. Please see the Center Director if your child will be absent for an extended period.

**Sibling Discount:** Kiddie Mundo offers a sibling discount of \$10.00 off on the weekly tuition for each additional child. (The discount applies to the child in the family with the lowest tuition rate).

**Late Payment Fee:** Late payments submitted receive \$30.00 late fee. Payments must be submitted no later than Tuesday at noon, of the week when the payment is due. Please review your annual contract for your child's tuition rates. Payments over 10 days late (two weeks) will result in your child or children being dismissed from Kiddie Mundo. If this occurs, rights to any deposits are forfeited.

**Returned check policy:** All returned or stopped checks are subject to a \$30 fee. Students may be suspended from the program until all payments are submitted.

**Withdrawal by Parent/Guardian:** Families are required to give the center 15-days' notice in writing before withdrawing a child from Kiddie Mundo. In such case, your deposit shall cover your last bi-weekly payment. If 30-days' notice is not provided, then the deposit is forfeited.

**Absences:** Please understand that your child's space is reserved. Therefore, you will be responsible for all payments even when your child is absent due to vacations or other reasons. We ask parent/guardian to call our center if your child is absent for any reason.

**Special Needs:** Kiddie Mundo Learning Center does not discriminate based on race, religion, cultural heritage, national origin, family or immigration status, sexual orientation, or disabilities. KM is open for all children, including those with identified disabilities and special learning and development abilities. Modifications are made in the environment and staffing patterns to include children with special needs. The supervising lead teacher or the Director will make appropriate professional referrals when necessary. KM will expect that family members be involved in the development and use of individualized education plans to help their children achieve their educational goals. The child's parent, in agreement with the Director, will determine if our facilities are compatible with the particular special needs. We will do our best to accommodate the needs of children with special needs in compliance with the ADA.

**Health Safety:** As a part of each daily health check and throughout the day, children will be routinely observed. Be assured that normal bruises or scrapes and/or mood swings will not alarm our trained staff. However, we may inquire or notify the parent/guardian if we notice an injury or change in the child's behavior. This is the Center's way of assuring you that caring and supportive adults are meeting your child's needs. All inquiries give

parents and staff an opportunity to work as a team in supporting a safe and healthy environment for each child

**Sickness:** Teachers are trained in health and safety procedures including signs and symptoms of illness. For the health and safety of your child and/or the other children in the class, your child will be sent home if she/he shows any signs of illness such as:

- A temperature of 100 degrees or more
- Green nasal discharge
- Vomiting and/or diarrhea
- Persistent runny nose
- Red/infected eyes
- Persistent cough/sore throat or difficulty swallowing
- Head lice
- Blisters on hands or feet

If your child exhibits any of the above signs, or they are unable to participate in any aspect of the program, you will be notified and must arrange for your child to be picked up within one hour of notification. If your child is excluded from care due to illness, they may not return until they have been symptom free and without a fever for at least 36 hours. If your child has a contagious illness, there must be written documentation from a certified medical provider giving permission to return to the center. If your child is absent from the center for 3 or more days, there must be written documentation giving permission for your child to return to the center from your child's pediatrician.

**COVID-19 PROCEDURE:** If your is presenting any symptom associate with upper respiratory tract we will request a COVID19 test. Students will be required to stay in home until receiving the negative results or if positive, until quarantine ended for the entire family. Tuition will remain the same.

**Abuse and Neglect:** The State of Maryland requires providers to report suspicion of child abuse or neglect to the Department of Health and Human Services as well as Child Protective Services without parental notification.

**Authorization for prescription:** In case your child needs to take medicine in our center, a written order from the physician stating the name of the medication, the dosage to be given, time to be administered, and number of days when the medicine will be administrated, are required. Parents are also required to complete and sign a medication authorization form. Medication forms can be obtained from a teacher or the Director. All medication must be given to a teacher or Director along with instructions. Never leave medication in your child's cubby or lunch box. Please bring a measuring utensil with medication. All medication containers will be returned to the parent when empty.

**Accident/Injury Report:** All accidents or injuries are documented, written and given to the parent or guardian. Immediately following an incident, teachers will assess the injury and apply first aid as needed. A staff member will contact the parent or guardian, or emergency contact, if urgent attention is needed. If the injury is minor (such as a scratch or bruise), the parent or guardian will be informed when the child is picked up that afternoon and will receive a written report. If an injury or serious illness occurs which requires immediate medical treatment, we will attempt to contact the parent at the number listed on the emergency card after we contact emergency personnel or the child's physician. If a parent cannot be reached for consultation, the child will be taken to the medical facility identified on their Emergency Authorization Form.

**Allergies:** It is responsibility of each child's family to keep us informed about any allergies that the child may have. Kiddie Mundo Learning Center is a nut-free environment. **We only accept free of nuts lunch from home.** Please avoid pack snacks or lunch that contain peanuts, peanut flour, peanut oil or peanut butter or other nuts. This includes snacks with almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts. (Tree nuts).

**Celebrations:** You are welcome to help your child to celebrate her/his birthday at our center. If you would like to participate or provide something to share with the class, please let us know two weeks in advance. Please do not bring any treats, party favors, cakes, or candy that contain nuts or nut derivatives as part of the birthday celebration. All birthday celebrations will take place at 3:30 p.m. during afternoon snack. We ask that celebrations be limited to cake or ice cream, fresh fruit and water (no juice, soda or candy please). All food products brought into the center for special events must have the ingredients labeled. Kiddie Mundo also celebrates the National Hispanic Heritage, Cinco de Mayo, Halloween, Thanksgiving, Kwanzaa, Hanukkah, Christmas, New Years, Valentines, Easter, Fourth of July, and other holidays that celebrate our families' cultures, with stickers, healthy snacks, as well as art and musical activities.

**Parent Teacher Conferences:** Parent teacher conferences are scheduled twice a year to discuss your child's development, her or his achievements, and to share some of her or his artwork. We also encourage parents to schedule a conference if there is specific topic that would like to discuss.

**Discipline Policy:** Kiddie Mundo Learning Center believes in a positive-mindfulness approach to discipline and is committed to providing an environment where children feel safe, comfortable and have a great time learning. We maintain positive discipline which focuses on prevention, redirection, love, consistency and respect. We target three main patterns of behavior: respect yourself, respect other people and respect property.

**We do:**

- Talk with children on their level using a calm quiet manner.
- Model appropriate behavior.
- Practice simple techniques of breathing.
- Help children talk out problems and think of solutions.
- Explain unacceptable behavior to children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Give attention to children for positive behavior and celebrate achievements with songs, hugs, and stamps.

**Redirection:** (substituting a positive activity for a negative activity)

- Redirect children to a different activity (sensory table, library corner, etc.)
- Give children opportunities to make choices and solve problems.
- Provide appropriate words to help solve conflicts.

**We do not:**

- Inflict corporal punishment in any manner upon a child.
- Use or withhold physical activity as a punishment.
- Use any strategy that threatens, intimidates, or embarrasses any child.
- Move children to other classrooms as intimidation.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by another child.

Staff will set limits and redirect behavior to encourage self-regulation. If a child engages in behavior that is physically or verbally harmful to others, an incident report will be generated for the child's Parent/Guardian and the center. If a child has harmed another child, the Parent/Guardian of the harmed child will be informed of the incident, but not the identity of the aggressor. If a child repeats the physically or verbally harmful behavior, the Parent/Guardian will be called, and the child will need to be picked up immediately. A Parent/Guardian/staff conference may be scheduled if the inappropriate behavior persists. The purpose of this conference is to develop a joint strategy between the Parent/Guardian(s) and staff, which will have a positive effect on the child's behavior.

**Dress and Clothing:** Dress your child for season temperatures, which includes indoor and outdoor activities. All children must wear closed toe shoes and clothing that can get dirty during the day. Please be sure to keep at least one complete change of clothing including shirt, bottoms, underwear, socks and shoes for your child at school in case of a spill or accident. We require all items to be labeled with your child's name because belongings can easily become misplaced or mixed up with other children's things. We cannot be responsible for lost or missing items.

Kiddie Mundo Learning Center will also be early released or closed for teacher trainings or continuing education days and Parent-Teacher conferences. Parents will receive at least two weeks' notice prior to any scheduled closing.

**Inclement Weather Policy:** Kiddie Mundo Learning Center follows the guidance of Howard County Government and Administration. Under severe weather conditions, we reserve the right to close for the safety of the children and/or staff. Tuition rates remain the same and discounts will not be provided for inclement weather closures.

**Staff Babysitting Policy:** All staff members are prohibited from providing private child care / babysitting services to families while employed at Kiddie Mundo Learning Center or while your child is actively enrolled in our program.

**Termination by Center:** Kiddie Mundo Learning Center reserves the right to terminate your child's position immediately for the following reasons: routinely late picking up your child, failure to complete the required forms, lack of compliance with handbook regulations or if you or your child's behavior threatens the physical or mental health of other children or staff in the Center. If your child is terminated from the Center, your deposit will be applied to your child's last day of attendance and any remaining balance will be returned.

**Toys Policy:** All toys brought from home will be placed in children's cubbies, unless otherwise specified by the classroom teacher. Kiddie Mundo will not be responsible for lost, stolen, or broken toys.

**Label children pictures:** Pictures of children are needed to identify cubbies and binders or other specific needs, such as allergies and special diets.

**Daily Communication:** Teachers will send home basic written information about your child's sleep time, food, and daily activities. We encourage parents to schedule a meeting to discuss any specific topic or concerns at any time. Communications with parents are confidential in all aspects.

**Screen Time Policy:** Age appropriate activities will be provided throughout the day for the children while at day care. Kiddie Mundo does not provide any screen time activities that may include TV, computer, activities, video games, etc. due the regulations limiting screen time by COMAR 13. A .15.09.01B of Maryland State Board of Education. The regulation limit screen time to only 30 minutes per week, while children are at daycare.



## Holiday Calendar 2023

Kiddie Mundo Learning Center will be closed during the following holidays and observation dates:

-New Year's Day	Monday Jan 2 <sup>nd</sup> , 2023
-Birthday Martin Luther King Jr.	Monday Jan 6 <sup>h</sup> , 2023
-President's Day	Monday Feb 20 <sup>th</sup> , 2023
-Professional Day	Thursday Apr 6 <sup>th</sup> , 2023
-Spring Break	Friday Apr 7 <sup>th</sup> & Monday April 10 <sup>th</sup> , 2023
-Memorial Day	Monday May 29 <sup>th</sup> , 2023
-Juneteenth	Monday Jun 19 <sup>th</sup> , 2023
-Independence Day	Tuesday July 4 <sup>th</sup> , 2023
-School Closed Academic planning	Thursday Aug 17 & Friday 18, 2023
-Labor Day	Monday Sep 4 <sup>th</sup> , 2023
-Indigenous People's Day	Monday Oct 9 <sup>th</sup> , 2023
-Veterans Day	Friday Nov 10 <sup>th</sup> , 2023
-Thanksgiving Day	Thursday Nov 23 <sup>rd</sup> , 2023
-Friday after Thanksgiving	Friday Nov 24 <sup>th</sup> , 2023
- Christmas	Monday, Dec 25 <sup>th</sup> , 2023
-Day off after Christmas	Tuesday Dec 26 <sup>th</sup> , 2023
- New Years	Monday, Jan 1 <sup>st</sup> , 2024





**STUDENT NAME:** \_\_\_\_\_

**PARENT HANDBOOK 2023 ACKNOWLEDGEMENT FORM**

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I \_\_\_\_\_ have received, read, understood, and agree with all Kiddie Mundo Learning Center Parent Handbook and Policies.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Kiddie Mundo Administrator Signature Date