



12417 Deoudes Road

Boyd's, MD 20841-9022

Phone: (301) 972-5982 Fax: (301) 972-4706



## PHILOSOPHY

Global Children's Center's (GCC) philosophy is to provide a day care program that fosters the child's social and emotional growth, as well as their physical and mental development. Our mission is to create an inclusive program that sets values while celebrating the individuality of our children. Each child has unique gifts and talents, which enhance learning in a group setting. We strive to identify those talents and nurture and guide each child to his/her fullest potential. Children are provided avenues to explore, construct, and build upon their knowledge in a safe and wholesome environment. We believe children should be the masters of their educational experiences and that they learn through play and self-directed activities. It is our belief that when children have control of their educational experience, they will grow to be confident problem-solvers and will be better equipped to communicate their feelings. Guided by high expectations, our staff will provide the children with a broad range of educational opportunities, which will supplement their overall school experience.

## NONDISCRIMINATION INFORMATION

Global Children's Center is a for-profit preschool and childcare. Our services are available to all eligible children (as determined by the Maryland State Department of Education) regardless of gender, race, or creed. Global Children's Center embraces all students, including those with special needs and challenges, unless a child repeatedly requires excessive one-on-one attention to the point where it prohibits a staff member from caring for other children.

## AGE RANGE

Global Children's Center provides care for children 5 years through 12 years of age. Please see your registration form for specific information about the various locations of GCC.

## DAYS OF OPERATION

Global Children's Center is open year-round, Monday through Friday. In centers where school-age care is provided, care is available before and after school as well as



whenever school is not in session, including spring and winter breaks, early release days, and other closed school days.

## HOLIDAYS/CLOSINGS

Please view our full calendar of openings and closing on our website:

[www.globalchildrenscenter.com](http://www.globalchildrenscenter.com)

## ADMISSIONS

Before a child is admitted to GCC, all required forms (MSDE and GCC) must be completed and returned before the first day of care. These forms are available on our website: [www.globalchildrenscenter.com](http://www.globalchildrenscenter.com) under the registration tab.

GCC requires a \$35 Family Registration fee and two-week security deposit per child. GCC requires a written two-week notice of withdrawing from the program. The security deposit is towards the last 2 weeks of childcare with GCC if the account is paid up to date.

## REQUIRED FORMS

MSDE/Maryland Child Day Care Regulations and Global Children's Center requires you to complete the following forms for our Before and After care program and Camps.

- GCC Child Care Contract (Available for online submission)
- MSDE Emergency Form (Available for online submission)
- MSDE Health Inventory

In addition, you may opt to fill out the MSDE Medication Administration form if applicable to your child.

Turn in any physical paperwork to Global. You may bring in your complete forms to Global Children's Center at your child's school during business hours, 6:30am-9am or 2:30pm to 6:30pm.

Alternatively, you may mail, email, or fax your paperwork to the Global Children's Center main office, located at:



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## TUITION OVERVIEW

Tuition payments are due every Friday before the week of care. If paying monthly, tuition payment is due on the first day of the month your child attends for four weeks of tuition payments. If your child does not attend on Fridays, your tuition payment is due the first day of the week that your child attends.

For up to date information on our rates, please visit our website and review the information under the 'Tuition' tab.

## TUITION PAYMENT METHODS

Global Children's Center provides a wide array of options for parents to choose from in order to accommodate their preferred payment methods. Our primary payment method is our fast and secure online payment option, where we take most major credit cards with no additional fees.

In addition, we also accept tuition payments in the form of checks and money orders made payable to Global Children's Center or GCC. Checks and money orders must be mailed to our central office address, located at:

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***No payments will be accepted on-site at our locations.***

Lastly, we offer an Automatic Withdrawal option, which allows us to automatic deduct tuition out of your bank account, effectively eliminating the trouble of paying each week manually! For more information on Automatic Withdrawal, please contact the Director of your child's center or contact our main office via telephone at 301.972.5982.



Tuition not made on time will be assessed a late fee of \$10 per week. If any check is returned by the bank unpaid, there will be assessed a service charge, of \$35.00. Drop-in Childcare requires payment on the day of each visit based on availability. No refunds are given for childcare services.

## FINANCIAL ASSISTANCE

We accept vouchers from The Working Parents Assistance Program, Purchase of Care and the Department of Social Services; however, you are responsible for paying the difference between the vouchers and our fees on a weekly basis.

## ABSENCES, VACATIONS, HOLIDAYS, AND CLOSINGS

When GCC determines the rates for the year, we take into account absences, vacations, and holidays. You are responsible for the payment of your weekly fee each week of the year, regardless of absences, vacations, holidays, or emergency closings.

If your child is absent for five days without notification to GCC, it will be assumed that you no longer need your space.

Please let our staff and the school staff know via email or by phone that your child will be absent due to any reason. Also always please send an email to the Global Children's Center main office and school teachers and staff before the child's first day of school that they will be attending Global Children's Center.

## SNOW POLICY

In the event of closings due to inclement weather, GCC follows the snow closing policy of the Montgomery County Board of Education Administrative Offices. If the administrative offices open late or close early, we will open late or close early. Check on MCPS website for any delayed openings or closings.

Also, please check local television stations such as NBC 4, News Channel 8, ABC 7, or GCC Facebook page on inclement weather days for the latest updates. Unless there is a power outage, we have the ability to update our message daily. Please check it for the most current information regarding our schedule.



## SCHEDULE CHANGES

In order to change the days when your child attends GCC, it is imperative that you notify the Main Office in writing two weeks prior to the change. Spontaneously adding in additional mornings or afternoons of drop-in-care is not a problem, based on availability and staffing patterns. A drop-in fee is required on the day of care.

## DROP-IN-CARE

We understand that emergencies may come up and some families require occasional drop-in care for their child(ren). If you require drop-in care, your child will need to be fully registered with GCC. You will need all of the required forms by Maryland State Department of Education and Global Children's Center on file. You will also need to notify Global Children's Center at least 24 hours in advance so we can ensure that the site is properly staffed. Your tuition payment for drop in care is due that same day of care. We have 7 drop ins per school year and anything after that you would need to register for at least one day per week. Please view our website for the full drop-in-care tuition payment schedule.

## ARRIVAL AND PICK-UP

Global Children's Center will not accept responsibility for children before our facilities are open. Children must be signed in and signed out each day at the parent table. Parents must walk their children in each day to the program.

All children must be picked up from the center by 6:30 p.m. Tuition covers care until this time only. A late fee will be charged for any pickups after the assigned time. Details are available on your contract and on our website.

Late pick up fees must be paid the following morning. Repeated late pickups will result in a termination of your contract.

We take our responsibility for caring for your children very seriously. We will not let them go anywhere without your notification. If your child is to go home with a friend or be released to anyone who is not listed on your emergency information form, you will need to provide us with advance written notification. All school-age children who wish



to leave Global Children's Center for an after-school activity must bring a note from home or they will not be released until the parent or authorized person picks up the child.

In order to protect your child, we will only release children to persons who are authorized on the MSDE emergency information form with proper photo identification.

## PROGRAMS

All programs at Global Children's Center are age-appropriate for the developmental level of the child. All programs include opportunities for outdoor play, homework time, quiet reading time, arts and crafts, games, music, dance, special clubs, and free play.

## HOMEWORK TIME

GCC provides one hour for "Homework Time" each day. A staff member is always available to guide students with questions, clarify directions, provide guidance, and work with the MCPS curriculum. We encourage parents to review the child's homework nightly.

In addition, Global Children's Center works hand in hand with Tutor For America Now, a local non-profit that provides volunteers at no additional cost to parents. These volunteers work one-on-one with Global CC students on homework, general studying, and other enrichment activities.

## CLOTHING

Children should be dressed in clothing that is appropriate for the weather, including appropriate shoes. During the winter, hats and gloves or mittens are necessary for outside play. Please label all clothing and items with your child's complete name to prevent lost items.

Children will be spending a majority of their time at play; therefore, please dress them in clothing that is ok to get dirty.



## TOYS

Toys, games, learning tools, CDs, and books are provided at Global Children's Center. Any lost or damaged items brought from home are not the responsibility of the GCC.

In order to prevent damage, misuse, or hurt feelings (children will be expected to share), GCC may feel the need to remove an item from a child at a given time. Generally, the items will be returned at the end of the day or we will contact you to make arrangements for its return. Toys that resemble weapons of any kind are prohibited.

## NUTRITION

Global Children's Center will provide a daily morning snack and afternoon snack for children who are in care at GCC at snack time. On holidays and school closings, please send in a packed lunch, a snack and a drink for your child. We ask that you not send sodas or candy, which not only contain "empty calories," but can also affect behavior and sleep patterns.

## HEALTH

Global Children's Center cannot accept any child who has a contagious illness, is vomiting, or has a temperature of 100 F or above. If any of these symptoms are present in your child, you will be asked to come pick your child and they can return after being symptom-free for 24 hours. This policy is mandated by the Maryland State Department of Education and it protects the welfare of children and staff.

If your child becomes ill during the day, we will keep your child comfortable as possible until they can be picked up.

## MEDICINE

In order for GCC to administer any medication to your child, we need for you to complete the following steps and provide us with the necessary information/forms listed below:

- MSDE Medication Parental Permission Form
- Name of child



- Name of medication
- Dosage
- Time medication is to be given
- Reason medication is to be given
- Dates the medication is to be administered
- Signature of authorization and doctor signature
- First dosage must be given at home

The medication must be delivered to us in its original container. If it is an over-the-counter medication, we can only administer one dose per illness. These requirements are mandated by Maryland State Department of Education (MSDE).

## CELL PHONE POLICY

We do not want to distract our children from the activities and learning at GCC. We, therefore, ask you to keep your child's cell phone at home. If you need to get in touch with your child, please feel free to call the center phone at any time. In addition, all center directors carry cell phones and can be reached at any time during program hours.

## EXTRACURRICULAR ACTIVITIES

If your child takes part in an extracurricular activity on school grounds, please inform the Director of your GCC center in writing. Please include the name of the activity, the room number, the start and end time and the date. For your child's safety and accountability, children must check in with GCC staff before going to an activity.

## DISCIPLINE/CHILD GUIDANCE POLICY

At GCC, all children and staff are expected to treat each other with respect. If a child consistently exhibits inappropriate behavior, GCC will work with the parent or parents to find a solution and correct the inappropriate behavior.

It is the goal of GCC that all students participate in activities in a cooperative and eager manner.



## ACCIDENTS

Our primary concern is for your child's safety. Children at GCC are constantly supervised and precautions will be taken to prevent accidents from occurring. If an accident involving a child does occur, parents will be notified immediately. We have a very energetic, active, and fun program! If you have any questions regarding the safety and health of your child, please let the Director of your center know.

## COMMUNICATION

Global Children's Center believes that open communication is the key to a successful relationship and a great program. Please feel free to discuss any concerns that you may have with us. You may call, email, or send a note with your child.

Specifically, please let us know of any changes in your child's life (i.e., new baby, separation, divorce, business trip, or illness or death of a family member) that may affect his or her behavior or be cause for concern. We will keep you abreast of any changes in your child's behavior or routine at Global Children's Center.

## PARENTAL INVOLVEMENT

Here at GCC, we encourage parents to drop in at any time to observe their child, to share a snack, or to share a story or skill with our students. If you are interested in helping out, please talk with your child's classroom teacher. We encourage all parents to attend our Global PAC (Parents Advisory Committee) meetings every three months. An extra pair of loving hands is always welcome.

## PARENT BEHAVIOR

If at any time a parent acts inappropriately at GCC (yelling at staff, or other parents, using foul or offensive language, or becoming violent), GCC reserves the right to dismiss their child from our program without warning.

## TERMINATION BY PARENT

If for any reason, you wish to terminate your child's enrollment at GCC, you need to give at least two week's written notice to the Director and GCC main office. Please include the date of termination in your letter. Your deposit will be applied to the last two weeks

of tuition. If you do not provide GCC with two weeks written notice, your deposit will be forfeited.

## TERMINATION BY GLOBAL CHILDREN'S CENTER

GCC may terminate the enrollment of your child effective immediately for any of the following reasons:

1. The child's behavior threatens the physical or mental health of any student, teacher, or any person at GCC.
2. Consistent failure to pay tuition and/or late fees.
3. Consistent late pick ups after closing time.

Termination by the center is a last resort and results in forfeiture of your deposit and registration.

## CONCLUSION

This handbook is designed with information concerning our policies and procedures—important information of which you need to be aware. However, we want you to know that our primary goal is to provide the best care for your child. We will keep your child busy, happy, and well-loved.

If you ever have any questions or concerns, just let us know. We love to hear from you. We look forward to meeting and getting to know you and your child when you join our Global Children's Center family.



## PERMISSIONS

I \_\_\_\_\_ hereby give Global Children's Center permission to transport my child on all fieldtrips by bus or passenger van.

I \_\_\_\_\_ hereby consent to the use of my child's likeness and for my child to be photographed and/or videotaped by Global Children's Center, Inc. to use on GCC's Internet web pages, Facebook, Global Brochures and promotional materials. (Children's names, home addresses, and telephone numbers will not be used.)

I have read the Global Children's Center Parent Handbook. I understand and agree to comply with all of the policies and procedures of Global Children's Center Inc.

Child's Name:

Parent's Signature

Date:

Child's Name:

Parent's Signature

Date:

Child's Name:

Parent's Signature

Date:

