



GLOBAL CHILDREN'S
CENTER

Parent Handbook

12417 Deoudes Rd, Boyds, 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 designed to foster 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 experience 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, as we feel every child deserves the best care and opportunity possible.

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 and 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

Required Forms

A GCC registration form, GCC child care contract, MSDE emergency form, MSDE Health Inventory and a current immunization certificate signed by a licensed physician are required for GCC enrollment.

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.

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 staff.

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 lunch 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 conditions are present in your child, you will be asked to take the child home and not return until the child has been 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, he or she will be isolated from the other children. We will keep your child as comfortable as possible until the child 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
- 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).

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.

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.

Children are accepted on a first-come, first-served basis. Once you have made the decision to become part of our *Global Children's Center* family, a \$35 non-refundable registration fee is required.

If no space currently available, you have the option of placing your child on our waiting list. You will be notified when space becomes available. The waiting list is available to you at no cost and you are under no obligation.

Before the care begins, you are also responsible for paying two weeks tuition deposit to be used towards the child's last two weeks of care if two weeks' written notice is given.

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.

All children must be picked up from the center by 6:35 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 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.

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*.

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. If Montgomery County Public Schools open late due to inclement weather, we will open one hour late.

Please check local television stations such as NBC 4, News Channel 8, ABC 7, and our answering machine 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.

Extracurricular Activities

If your child takes part in an extracurricular activity on school grounds, please inform the Director of your 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.

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 a single morning or afternoon of drop-in-care is not a problem. A drop-in fee is required on the day of care. Drop in care is only available four times a month.

Homework Time

GCC provides 45 minutes for "Homework Time" each day. A staff member is always available to answer questions, clarify directions, provide guidance, and work with the *MCPS* curriculum. We encourage parents to review the child's homework nightly.

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.

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.

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.

Tuition Payments

Tuition payments are due on 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.

Any tuition that is not paid on time will be assessed a late fee of \$10.00 per week after three days from the due date. Tuition payments not made by Friday of the week due will result in termination of your child's enrollment.

If your check is returned for insufficient funds, you will be assessed a service charge of \$35.00. After a second returned check, all subsequent payments will have to be paid in cash or by money order. You will also be subject to late fees on all returned checks.

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.

Your two week, non-refundable, payment tuition deposit is used towards the very last two weeks of care at GCC. The non-refundable registration fee of \$35.00 is due every year per family.

Absences, Vacations, Holidays, and Closings

When GCC determines the rates for the year, we take into account absences, vacations, holidays, and up to five emergency closings. You are responsible for the payment of your weekly fee each week of the year, regardless of absences, vacations, holidays, or emergency closings. In the event of more than five emergency closings per year, we will credit you with one day's fee for each day, beginning with the sixth day.

If your child is absent for five days without notification to GCC, it will be assumed that you no longer need your space and it will be offered to a candidate on the waiting list.

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. An extra pair of loving hands is always welcome.

Drop-in-Care

Drop-in-Care is only available when space is available. 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 one week in advance for your drop in care days and confirm that space is available before your child can come to Global Children's Center. Your tuition payment for drop in care is due that same day of care. You can use drop in service for four days every month. Please view our website for the full drop-in-care tuition payment schedule.

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. 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. Tuition payment is not paid by the Thursday before the week of care or late fees, late pickup fees, drop-in care fees are not paid on the day of care, or returned check fees are not paid within one week.
3. The child is picked up late more than two times in any 30-day period.
4. Termination by the center is a last resort and results in forfeiture of your deposit and registration.

Comments/Signature/Acceptance

This handbook is designed with information concerning our policies and procedures—important information you need to be aware of. 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 while you attend to the things that you need to do.

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 Children's Center family.

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 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: (Please print)

Parent's Signature:

Date: