

# Creative Learning Center, LLC

## Parent Policy Handbook



Please read and print this  
packet for easy reference at home later.

Rebecca Mancuso – Director  
Barbara Halpern – Administrative Director

Creative Learning Center, LLC

17930 Bowie Mill Rd.

Derwood, MD 20855

301-987-5454

[Info@clcpreschool.net](mailto:Info@clcpreschool.net)

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**Philosophy** - Our philosophy is to continually strive to meet the needs of each child and family. Specifically, we strive to create a safe, nurturing learning environment which encourages social, emotional, intellectual, and physical growth of children of all abilities, enabling each child to

feel welcomed and respected. We accept, celebrate, and support each child's unique personality, culture, learning style, and developmental ability.

We work together with parents to achieve the best for each child and encourage parents to become partners in their child's development by participating in the classroom and by increasing their knowledge and awareness of child development through reading, observation and sharing ideas to meet parenting challenges.

We provide a balance of child initiated and teacher directed activities, reflecting the interest of the children in their home languages and cultural backgrounds. We do this through a stimulating play environment, using developmentally appropriate practices and an emergent curriculum with a focus on verbal/cognitive development to teach children to think independently and creatively.

We create a supportive emotional climate to help children develop a positive self-image, to learn and practice conflict resolution techniques, to respect themselves and others, and to behave in a prosocial manner.

We act continually as an advocate for each child in the program and for children in general; and provide a program which embodies the highest industry standards through careful use of resources, by recruiting, developing, and retaining high-quality teachers and by encouraging open communication and a free exchange of ideas.

**Accomplishing Our Mission** - CLC's program is designed to provide for the total growth of a child in an environment in which children are encouraged to explore, pretend, create, express feelings and thoughts, develop life skills and experience joy. As we bridge the gap between home and school, we guide children toward positive self-image while helping them to develop their skills. Our teachers strive to provide experiences that are relevant to each child's age and their emotional, social, and intellectual needs. Children are provided with activities and learning tasks that support the learning process through "hands-on" experiences. Ongoing brain research validates our belief that learning by doing results in short-term and long-term benefits. Thought comes from action, not from words. Our teachers provide necessary guidance, assistance, and materials to promote opportunities for each child to learn through meaningful exploration, active involvement, and reinforcement through repetition. Children learn best from concrete experience, from "doing", rather than from "hearing about". Play (learning) is planned which emphasizes the process more than the product, fostering a sense of accomplishment and pride in children.

Teachers listen to what children are saying and respond appropriately. We emphasize a verbal-cognitive approach to learning, in which teachers model and support constant language interaction between adult and child and between child and child. Experience and research confirm that the use of language is instrumental in children's development of critical thinking (how to think) and problem-solving skills. Language use must be practiced many times for a child to become skillful. CLC's learning setting provides ongoing opportunities for your child to practice, practice, and practice. We repeat their thoughts, correct the grammar, and add

vocabulary. We ask questions to encourage the child to express his/her thoughts. We give your child time to answer. We encourage and guide children in resolving conflicts, thinking through problems, and offering solutions. Problem-solving involves developing concentration, systematic trial and error, planning a sequence of events toward a solution, and noticing, evaluating, and correcting errors in the plan. This is challenging work for your child! We do all this to develop each child's ability to think through a problem. Not only is this a critical life skill for social purposes, but it is also a necessary skill for mathematical problem solving. With our world's growing reliance on technology, the ability to develop creative solutions is becoming even more valuable. Problem-solving builds self-esteem and self-confidence in children as they realize they can figure out a problem independently. Also, it helps children control their emotions, as we validate their ideas and needs in arriving at a solution. We believe children have the right to experience trust, without which learning is difficult. Children have the right to experience being in control, to have friends, to feel safe and secure, to be able to change things, to feel welcomed, loved, and to have fun. Recognizing that children grow in predictable stages but that each child's rate differs slightly, we treat each child as an individual, working from the level that child has attained and challenging them to move forward one step at a time. Copyright© 2014, Creative Learning Center. All rights reserved.

**Inclusion** - CLC welcomes children with all abilities including children with disabilities and special healthcare needs. We will make reasonable accommodations and modifications to support your child. We will also work with outside resource agencies that may be needed for your child.

**Tuition and Late Fees** - Tuition is due the first week of each month. You may mail tuition to CLC, or you can drop it off in the mailbox or drop box outside the office door. Please make checks payable to Creative Learning Center, LLC. Thank you for being prompt with your payment to avoid a \$25 late fee. Tuition must be received by the first Friday of each month to avoid a late fee of \$25.00. Additional \$25.00 late fees will be added each additional week that tuition is late. Please note that tuition is always due, even in the event of a long absence such as vacation, illness, or COVID-19 closure.

**Enrollment** - A complete **application**, an **application fee** and **one month's deposit** are needed to enroll your child. The application fee is nonrefundable. The deposit will be used as a credit toward June's tuition. The deposit is not refundable if you choose to withdraw before June.

For your child to begin attending school we will need the following:

- \* **Paper Application** - completed and turned in with application fee and deposit
- \* **Online registration** - completed
- \* **Maryland State Health Forms** - completed and signed by a doctor
- \* **Maryland State Immunization records** - completed and signed by a doctor
- \* **Covid-19 Waiver**
- \* **Topical Authorization From**

- \* **Activity fee**
- \* **Supply fee**
- \* **A Go Kit** - for your child (see below)
- \* **Spare clothes** - for the classroom, in case of an accident or spill.
- \* **After Care Bedding** - (only if your child uses our After Care program) 1 piece roll up mat with attached pillow and blanket.

All the above are due in August before the school year begins. In the event you are enrolling your child after August 1st, all the above are due as soon as possible, so your child can start attending class.

### **What is a Go Kit?**

A large Zip lock bag with your child's name on it, filled with the following items:

- An extra pair of clothes (seasonally appropriate)
- A small nonperishable snack – no nut products and processed in a nut free facility
- A small pack of travel tissues
- 3 band aids
- A few diapers and wipes (if your child is not fully potty trained)
- A book or small toy

We ask that each family prepare their child's "Go Kit" and bring it to school on or before the first day of school. Thank you!

**Supply Fee** - We collect a supply fee once every school year. This fee covers all the fantastic supplies needed to keep your children stimulated with interesting materials for the classroom.

**Activity Fee** - We collect an activity fee once every school year. This fee covers all the fun extras we have planned for your children. We like to take field trips to the farm, have special puppet shows, visit a nature center, and much more! The fee covers the cost for your child; however, there is an extra fee for the attending adults and siblings.

**Drop Off /Pick Up and Absence** - Our regular classes start at 9:00 am. Unless your child is registered for Before Care or Early Drop-in, please do not arrive before 9:00 am. Students will be checked in at the exterior door outside of their classroom (except for the Orioles Class). We are asking Hummingbird, Bluebird, Robin and Eagle parents to pickup and drop off at those exterior classroom doors rather than entering the hallway for pickup. Each student must complete a temperature check before entering their classroom. Students who exhibit illness will not be allowed to enter the classroom. Please alert the office if your child is arriving late for class, picked up early, picked up late, or will not attend class. If your child is home sick, **please contact the office** and let us know promptly that morning.

**Field Trips** - Field trips are a fun way to enrich our theme units. We need and truly appreciate parent participation. If you are unable to attend a trip with your child, you will need to make prior arrangements with another parent attending the field trip, to take your child. If you need assistance finding another parent for your child to ride with, please speak with a teacher at least one week before a trip. If you are unable to find a ride for your child, prior arrangements may be made to have your child stay at CLC during the field trip. Teachers are happy to help, but they cannot drive your children and are not responsible for your child while on the field trip. If a field trip is canceled, there will be a normal school day. If you are unsure of a cancellation, please check your email for a note or call the school office. Permission slips and associated fees for each field trip must be signed and returned before the date of the field trip for your child to participate. The Activity Fee covers the cost for your child; however, there is an extra fee for the attending adults and siblings.

**Emergency Plans** - In the event of a natural disaster or any other unforeseen emergency conditions, staff and children will evacuate to their assigned bathrooms. A sign will be posted on your child's classroom door indicating where they are in the building. Each teacher takes their classroom emergency supplies with them. These cases will be filled with all materials necessary for an evacuation, based on state requirements.

The emergency evacuation cases contain:

- \* "Go Kits" for each child.
- \* All medication including Epi Pens
- \* Emergency contact information for each child
- \* First Aid Kit
- \* Other various items, such as, flashlights, blankets, and water bottles



In the event we need to evacuate the school property, a note will be posted at the main entrance door and at each classroom door stating the address and directions to our location.

Emergency drills are conducted monthly. When the whistle is blown, the children practice going into the bathrooms quickly and orderly. There, we sing a song or read a book and return to our classrooms. When practicing, we use terms like "We are practicing hiding in our safe spot".

Fire drills are also practiced monthly. This drill consists of pulling the fire alarm and quickly meeting outside at our designated area in front of the school. The fire alarm can be scary, as it is very loud. We always do our best to prepare the kids for the loud noise, remind them that it is just practice and keep a cheery disposition to help keep a calm, worry free environment.

**Change of Information** - Please log into your child's portal to make any changes regarding health information, medical changes, medications, address, phone, emergency contact, persons authorized to pick up your child or other important information. Please also email the office of any changes or schedule requests.

## **Parent Participation and Communication:**

**Communication** - At CLC we pride ourselves on positive communication with our families. Feel free to reach out to us at any time with concerns, questions, or conference requests. Our teachers are busy working in the classrooms during the day and therefore we appreciate families contacting us via email [info@clcpreschool.net](mailto:info@clcpreschool.net) or the class's email address, or school phone line 301-987-5454 to schedule phone or in person discussions about your child. We also ask you to email or call the school directly if you are running late or if your child is out sick. Our staff are not permitted to share their cell phone numbers or communicate by text with our families. We kindly ask you not to request their personal phone numbers. Please feel free to contact the office at any time for general questions.

**Weekly Email Updates** – Your child's teacher will send out a weekly email update with photos from the classroom. If you previously elected to have or not have your child's picture included in the class emails, you may change your photo permission options in your child's portal. Please let the teacher and the office know if you make any changes.

**Newsletters** - We distribute a monthly newsletter letting families know what great things are happening, and have happened, in each classroom that month. It includes a monthly calendar, important reminders, and updates.

**Observations/Visits and Volunteers** - We encourage and welcome all parents to visit their child's classroom anytime during the year. Please make prior arrangements with your child's teacher and the office staff before coming to spend time in your child's classroom. If you plan on visiting your child during Enrichment Classes, we ask that you let us know ahead of time and observe quietly in the background, allowing your child to fully participate in their activity. All parent visitors should remain with their child's class (only) during their visits at CLC. We encourage you to visit your child's class during core hours (9:00 am-12:00 pm) or during Enrichment (1:00 pm-1:45 pm). We always enjoy an extra set of hands if you would like to be a parent volunteer. All volunteers interacting with CLC students must complete and maintain a satisfactory criminal background check. Each class will have "Mystery Readers", which is when a parent/grandparent comes into the classroom to surprise and read a book to the class. Each classroom teacher will have a sign-up sheet, allowing you to surprise your child and read an appropriate age book of your choice to the class. The Hummingbird Class typically starts "Mystery Reader" after winter break. Your child's teacher will send out additional information about this opportunity.

**Parking** - We have two parent parking lots. We welcome families to use either of our parking lots when picking up/dropping off. Families who are picking up/dropping off children in the Eagle, Oriole and Hummingbird classes typically use the upper parking lot. The Robin and Bluebird classes typically use the lower parking lot with the stairs. During the winter months, when the weather becomes icy, the stairwell may be closed. In that case, please use the upper parking lot. New Hope Church will reopen the stairs in the spring, and parents may again use the lower parking and stairs. We ask parents to hold their children's hands while in our parking

lot. Students are not permitted to play in the mulch beds or on the stairs during pickup/dropoff times. Please watch your children carefully as this is a busy parking lot and we want to keep everyone safe.

**Door Code** – CLC will share the front door code with our registered families at the beginning of the school year. We kindly ask that you do not allow your children to touch the keypad or use the code to enter the building.

**Birthday Parties** -We love celebrating birthdays at CLC. Parents may come in and celebrate with the class after scheduling time with the teacher and alerting the office. Please ask the teacher about the number of treats to bring. **All birthday treats must be prepackaged from the grocery store (not from bakery display case), unopened, clearly labeled with ingredients listed, contain no nuts/peanuts, and be made in a nut/peanut free facility.** Goody bags, birthday napkins and plates are also permissible. Some good party treat suggestions are:

- Popsicles
- Ice-cream cups
- Prepackaged cookies
- “School Safe” mini cupcakes

\* No candy, marshmallows, or popcorn please

\* Please check all items for allergy information before sending to school (see above)

\*Krispy Kreme and Dunkin Doughnuts are **not** permitted.

**Snacks** - Families provide their own healthy snacks, such as crackers, cheese, graham crackers, apples, pears, celery, and raisins. Students should pack a refillable water bottle. Morning snack is served during preschool hours, and an afternoon snack are served during aftercare hours. We ask that you pack a healthy and **nut/peanut free** snack **and be made in a nut/peanut free facility**. Grapes and carrots and hotdogs brought from home should be cut lengthwise. Candy, popcorn, and large marshmallows will not be served and will be returned home unopened. For 2's (Hummingbirds) no gummies (candy or fruit snacks) and string cheese should be cut lengthwise or shredded. Students who forget to bring a snack will be provided with a healthy nutritious snack and the choice of milk or water. We also offer additional snacks to students who have finished their food from home and are still hungry. Please do not send glass containers to school.

**Lunch** - If your child stays for lunch, we ask that you pack a healthy and **nut/peanut free** lunch **with items made in a nut/peanut free facility**. Any food containing nut products will not be opened and will be returned home with a reminder note. Please remember that packing too many choices or very large portions for your preschooler will result in them not eating as much. A few small items and water/milk are perfect. All lunch boxes/bags must be labeled with your child's name. Grapes, carrots, and hotdogs brought from home should be cut up lengthwise. Candy, popcorn, and large marshmallows will not be served and will be returned home unopened. For 2's no gummies and string cheese should be cut or shredded. Students will be offered milk or water at lunch. Please do not send glass containers to school.

**Special Events** - CLC provides a variety of special events throughout the school year. Families are often welcome to participate in these yearly events. This year we will have our annual Welcome Day, Pumpkin Patch Field Trip, Halloween Parade, Rainforest Puppet Show, Olney Helps Food Drive, Box Week, Community Helper Visits, Nature Center Field Trip, Fundraiser Restaurant Nights, Parent Appreciation Breakfast, Under the Sea -Live Ocean Life Experience, Water Day, and Spirit Week. In addition to these special events, we also have themed parties throughout the school year.

**Lending Library** - We have a nice selection of children's books in the hallway by the front door for you to check out with your child. You may check out 1-2 books at a time. Please return the books before you check out new ones. Books should be returned no later than one week after being checked out.

**50 Book Challenge**- To encourage a shared reading experience at home, we have created a 50 Book Challenge. Complete our 50 Book Challenge Form (located near the Lending Library) by listing the titles of the books read. Your child will submit this form to their teacher to receive their "Shining Star" on our Shining Stars Bulletin Board. Your child will also receive a small prize for their achievements.

**Book Donations** - CLC is always looking for great preschool books for use in your child's classroom and our Lending Library. If you would like to make a Book Donation in honor of your child, we will adhere a special book plate with your child's name to the inside cover of each book you donate. Birthdays and Mystery Reader visits are a great time to donate new or gently used books to your child's classroom. Please let your child's teacher know that you want to make a book donation, and we will provide the book plate for your donated book.

**Toy Donations** - If you would like to make a toy donation, please email the office with a photo(s) of your toy(s) so we can determine if we can utilize them at CLC.

**Medication:**

If your child (returning or new) requires medication at school, we must have current medications (not expired), Medication Administration forms, and Medication Authorization plans on file before your child can start school. All Medication forms from the previous school year will expire, and we will need new ones for each new school year. If your child requires medication administered at school, later in the school year, we will need the Medication Administration Authorization Form filled out by your child's doctor prior to medication being administered. Prescription medication must be in its original container and labeled by the pharmacist or the prescriber. Nonprescription medicine must be in the original container with the label intact. Please inform the office if any medication needs to be administered. Please also update your child's portal with medication information.

**Toilet Training** -Creative Learning Center does not require students to be toilet trained. Staff will work with families to help determine the best time to start toilet training. We do this in partnership with our families to make this a successful experience.

**Enrichment Classes and Music** - Creative Learning Center offers several after-school enrichment classes throughout the school year for an additional fee. Classes may include soccer, basketball, art, cooking, yoga, and karate. These programs are offered to our Bluebird, Robin, Oriole, and Eagle students. Enrichment is typically held from 1:00 pm-1:45 pm. Registration forms are sent home throughout the school year.

Music Enrichment Classes are held weekly at CLC with Mrs. Haas. There is no additional charge for Music Enrichment, the cost is included in your child's tuition. We alternate Music classes weekly on Tuesdays or Wednesdays so that all our students have an opportunity to participate.

**Clothes** - Please dress your child in comfortable play clothes and shoes. We believe kids should have the opportunity to learn through exploration, and sometimes that means getting dirty! We can't promise we'll send your child home stain free. Please dress your children in proper closed-toed play shoes for climbing and running (no Crocs, please). Clothes must be labeled, such as hats, mittens, jackets, and sweatshirts.



#### **Weather Closing Policy -**

If Montgomery County is closed due to inclement weather, CLC is also closed.

If Montgomery County calls for a one- or two-hour delay, there will be no Before Care and Preschool classes (normally 9:00 am-12:00 pm) will begin at 10:00 am and end at 1:00 pm. All children should bring a packed lunch on those days. Aftercare will begin at 1:00 pm and remain open if Montgomery County remains open.

If Montgomery County Schools close early, please pick up your children as soon as possible. We will do our best to notify you.

If Montgomery County cancels after school activities, aftercare will close at 3:30 pm.

Please visit: <https://www.montgomeryschoolsmd.org/emergency/closings/> sign up to receive email or text notifications.

\*CLC reserves the right to cancel classes or delay/close early as weather permits.

#### **Weather restrictions -**

32 degrees to 27 degrees - maximum 15 minutes outside/playground time  
26 degrees to 23 degrees - maximum 10 minutes outside/playground time  
under 22 degrees - stay inside

88 degrees to 90 degrees - maximum 30 minutes outside, with water breaks

91 degrees to 95 degrees - maximum 15 minutes outside, with water breaks

over 96 degrees - stay inside

We follow state air quality restrictions. We do not go outside when the air quality index is listed at Code Orange, Red, or Purple.

## Illness -

-  Please report all illnesses!
-  Please keep your child home if they exhibit any of the following symptoms: fever over 100.4-degrees Fahrenheit (when off fever reducing medication), rash, cough, sore throat, diarrhea, thick drainage from the nose, red, pink, or crusted eyes, lethargy, earache, vomiting or any infectious disease. The administration may ask for a home COVID -19 Test or a PCR result.
-  If a child develops symptoms of illness while in class, the school will notify parents immediately. If we are unable to reach our parents, we will try your emergency contacts. Please pick up your child as soon as possible.
-  If your child is diagnosed with a contagious disease (such as COVID-19, Chicken Pox, Hand, Foot, and Mouth, or Strep), please notify the director immediately.
-  Your child must be symptom free for 24 hours (off any symptom related medication) before returning to school.
-  Students who contract lice must be treated and be lice and nit free before returning to school.
-  We are asking families to **call or email the office** when their child is out of school to let us know the reason for the absence. If it is illness-related, please state the symptoms. Office staff should be notified on the morning of their absence or before (email: [info@clcpreschool.net](mailto:info@clcpreschool.net), Phone: 301-987-5454). During the school day our teaching staff are busy caring for your children, we kindly ask you to contact the office staff rather than your child's teacher during school hours. Staff are not permitted to be on the phone during school hours or share their cell phone numbers with our families.
-  If your child misses more than three school days due to illness, Maryland State Law requires us to have a form signed by a physician stating that your child is in good health and able to return to school.
-  Creative Learning Center follows all Health Department guidelines and guidelines from the Office of Childcare regarding COVID-19 quarantine guidance and closures.

We work closely with the Health Department when staff or students report cases of COVID-19 exposure or infection. We are mandated to follow their guidance.

**Positive Behavioral Practices Policy** - Staff are required to speak respectfully to children and maintain a warm disposition, even when challenged. Staff establish simple, clear, consistent rules and offer limited choices while allowing the child some control over their environment. Staff will ignore negative attention seeking behaviors whenever possible so as not to reinforce unruly behavior and will reinforce positive behavior whenever possible to encourage children to behave appropriately. For example, staff will give a child positive attention for good behaviors like taking turns, cooperative play, and following class rules. When children are in challenging behavioral situations, redirection can be beneficial. For example: when a child acts out, staff will offer an alternate activity or toy (play dough, coloring, painting, puzzles) to redirect their behavior for a positive outcome. Staff will model appropriate behavior (kind words, gentle hands, sharing) for children struggling with communication and may use inappropriate actions like pushing, hitting, grabbing, name calling, biting. Staff will acknowledge and reward positive behavior often for children who need extra support (ex: stickers, high five, hug, verbal) and will initiate and support problem solving with their students. Staff may need to give a child the words or actions to use (ex: Ask Billy if you can have the next turn.) and problem-solving techniques (ex: Use of a clock timer.) to work through a problem with their peers. Staff will reflect on practices and assess what works and what may need changing or enhancement. Sometimes a plan may work for a while but then stops working. A new idea or method (Ex: new visual aids) may be needed to get a behavior plan back on track. For children who require behavior support beyond our typical programming, we may also initiate help from available Montgomery County services.

**Conferences and Development Reports** - During the course of the school year, your child's teacher will be gathering information about your child's development through observation and assessments. A development report will be completed by January, and parents will have the opportunity to have a conference with their child's teacher where you may review the report and talk about their child's progress. If there are any concerns before or after January, you may contact your child's teacher, or your child's teacher may contact you to schedule a conference.

**Speech and Language Screenings** - Creative Learning Center will offer Speech and Language screenings at the beginning of the school year with a private licensed Speech and Language Pathologist. Staff will indicate on the permission form if they recommend a screening for your child. Parents may register whether or not a teacher makes a recommendation. There will be a cost for the screening and any services rendered are at the expense of the families. We do allow services to be held at Creative Learning Center. Please contact the office and the Speech Pathologist to coordinate the timing of individual services.

**Developmental and Behavioral Concerns:**

CLC strives to support students with developmental and behavioral concerns. We ask families to provide any information including IEP/IFSP reports, behavior or speech and language or other reports that would help us fully understand the concerns and help the student succeed at our school. We also ask our families to complete the “All About Me” form for their child. We work with families to develop plans to help their child succeed in the classroom. If needed, we seek help for our students from support services within Montgomery County. We invite families to have services completed during the school day if necessary. Please contact the office to schedule appropriate timing of services. After exhausting all reasonable resources, CLC may determine placement is no longer viable for a student. In this case, CLC will offer to help the family find an appropriate placement offering the suggestion of known resources.

There are free services available in Montgomery County (MC) for qualifying children:

- **Infants & Toddlers Program:** Family-oriented program that provides developmental screening and assistance to children between birth and 5 years old (services recommended to begin prior to 3 years old). Telephone: (240) 777-3997
- **Child Find:** Provides developmental screening and assistance for children (beginning at 3 years old), and for those families moving to MC whose preschool-aged child has been previously identified with a disability. Telephone: (301) 230-5966
- **Childcare Support Service (DHHS)** Information and referral service for families with young children; also assists families in behavioral and mental health consultation in your child’s school setting. Telephone: (240) 777-4769

#### **Other Community Resources -**

- Montgomery County Public Library- Olney 3500 Olney Laytonsville Road Olney, MD 20832
- Talk & Learn –Speech, Language, and Learning Jennifer Sax 301-793-9953
- Stepping Stones Shelter - 1070 Copperstone Ct. Rockville, MD 20852 301-251-0567 [steppingstonesshelter.org](http://steppingstonesshelter.org)
- Olney Helps /Food Bank – [Help@OlneyHelp.org](mailto:Help@OlneyHelp.org) 301-774-4334 (Ruth)
- Olney Public Library – 3500 Olney Laytonsville Rd, Olney MD 20832 240-773-9545
- Local Fire Department – Station 28 – 7272 Muncaster Mill Rd. Derwood, 20855
- Meadowside Nature Center – 5100 Meadowside Lane, Rockville 20855 301-258-4030
- Children’s Pediatricians and Associates – Dr. Laura Roseman 555 Quince Orchard Rd. Gaithersburg, MD 20878 301-926-3633
- All Star Pediatric Dentistry – 451 Hungerford Drive Suite 100, Rockville 20850 301-388-8588
- OMG Olney Moms Group – Facebook
- New Hope Presbyterian Church – (on site) 17930 Bowie Mill Rd. Derwood, MD 301-987-8989

**Dismissals/Withdraws** -We reserve the right to dismiss a child for any reason, including behavior problems (ex: biting or other aggression) that result in a disruptive or unsafe

environment for other children. A student may also be dismissed due to health problems that may result in an unsafe environment for that child or other students in our program. This would not be done until the parents and teachers have worked together to try to resolve any potential issues. CLC is always looking out for the health and safety of all our students, faculty, and families. For families who are withdrawing their child unexpectedly from CLC, we require one month's notice before your child leaves, or the following month's tuition will be due.

**Code of Conduct** - All individuals while on school property must behave in a civil manner. Verbal or physical abuse will not be tolerated. Families and staff are expected to communicate professionally. This code of conduct is put in place for our students, staff, and community. Our goal is to have a nurturing environment for all our students, and a place where our staff and families feel safe. Any individual who violates our code of conduct may be asked to leave the premises. If necessary, authorities may be called to intervene in any altercation. Additionally, CLC may prohibit or set restrictions for individuals from visiting or entering the premises in the future.

**Screen Time Policy** - Early childhood experts agree that it is important to monitor young children's exposure to screen time. We limit the use of "screen time" in the classroom. Developmentally Appropriate screen time is used only when directly related to teacher facilitated learning experiences that are educational in nature. We do not recommend screen time for children under the age of two.

**Social Media** - Staff have been asked to refrain from friending CLC families (past or present) on social media. We ask that you respect their privacy and our social media rules. Staff are also not permitted to share their personal email address with current or former families.

**Babysitting** - While staff can recommend babysitters and or nannies, they are not able to care for your children outside of Creative Learning Center. Staff are also not permitted to babysit students who were previously enrolled at Creative Learning Center. We kindly ask parents not to approach staff for babysitting services outside of CLC.

**Custody Issues** -Creative Learning Center is required to follow custody court orders. Parents must provide up-to-date custody orders for their child's file. Custody disagreements may not be addressed on school property. If there is a disagreement, Creative Learning Center staff will try and calm the parties involved before calling the proper authorities.

**School Licensing Information** - Creative Learning Center is licensed by the Maryland State Department of Education (MSDE), Office of Childcare, as a Private Educational Institution.

Please contact us if you have any questions about the Parent Handbook. We are so excited to welcome your family to Creative Learning Center!

Rebecca Mancuso  
Director/President  
[Info@clcpreschool.net](mailto:Info@clcpreschool.net)  
301-987-5454