

# Creative Learning Center, LLC

## Parent 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

## Tuition:

Tuition is due on 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. Please note that tuition is always due, even in the event of a long absence such as vacation or illness or COVID-19 closure.

## Enrollment:

A complete **application**, a **\$30 application fee** and **1 month deposit** are needed to enroll your child. The application fee is nonrefundable. The deposit (1 month) will be used for the month of 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
- \* Activity fee
- \* Supply fee
- \* A Go Kit for your child - see page 3
- \* 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 of the above is due in August before the school year begins. In the event you are enrolling your child after August 1st, all of the above is due as soon as possible, so your child can start attending class.



### **Supply Fee:**

We collect a supply fee one time each school year. This fee covers all the fantastic supplies needed to keep a happy and interesting classroom.

### **Activity Fee:**

We collect an activity fee one time each school year. This fee covers all of 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, have animal guests and much more!

### **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 a week before a trip. Teachers are happy to help, but they cannot drive your children.

If a field trip is cancelled 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 for each field trip must be signed and returned in order for your child to participate.

### **Emergency Plans:**

In the event of a natural disaster or any other unforeseen emergency conditions, staff and children will evacuate to their assigned bathrooms. Each teacher takes their classroom emergency bins with them. These bins will be filled with all materials necessary for an evacuation, based on state requirements.

The emergency bins contain:

- \* "Go Kits" for each child. See below for contents.
- \* All medication and 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 would need to evacuate the school property, a note will be posted inside or outside of the main entrance 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. It is very simple and usually free of any anxious feelings. When practicing, we use terms like “We’re practicing to hide 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 grassy area in the 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.

### **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 (preferably long pants and long sleeves)
- A small nonperishable snack – no nut products
- A small pack of travel tissues
- 3 band aids
- 1 diaper and a few wipes (if your child is not fully potty trained)

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!

### **Withdrawals:**

We reserve the right to dismiss any child for any reason, including behavior problems or health problems, that result in a disruptive environment for other children. This would not be done until the parents and teachers have worked together to try and solve the issue. CLC is always looking out for the health and safety of all our students, faculty and families.

### **Observations:**

We encourage and welcome all parents to visit their child’s classroom anytime during the year. We always enjoy extra hands if you would like to be a parent volunteer. All volunteers interacting with CLC students, other than their own, must complete a criminal background check.

### **Birthday Parties:**

We love celebrating birthdays at CLC. Parents may come in and celebrate with the class after scheduling a time with the teacher. Please see the teacher regarding the number of treats to bring. **All birthday treats must be store bought individually packaged, with ingredients listed, contain no nuts and also be made in a nut free facility.** Some good party treat suggestions are:

Popsicles

Ice-cream cups

Individually packaged Oreos



### **Snacks:**

Families will provide their own 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 is served during after care hours.

### **Lunch:**

If your child stays for lunch, we ask that you pack a healthy and **nut free** lunch. Any nut products will not be opened. 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 a drink are perfect. All lunch boxes/bags must have a name on it. Grapes and 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.

### **Medication:**

Any medication or Epi pens must be brought to school prior to the first day your child attends, along with all the proper forms filled out and signed by a doctor.

### **Clothes:**

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 play shoes for climbing and running. 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 1 or 2 hour delay, there will be no Before Care and Preschool classes (normally 9-12) will begin at 10:00am and end at 1:00pm. All children should bring a packed lunch on those days. After Care will begin at 1:00 and remain open as long as 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, After Care will close at 3:30.

Please visit: [montgomeryschoolsmd.org/emergency/sources.aspx](http://montgomeryschoolsmd.org/emergency/sources.aspx) sign up to receive email or text notifications.



## **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 on Code Red days.

## **Illness:**

-  Please keep your child home if they exhibit any of the following symptoms within 24 hours of school: fever (when off medication), rash, cough, sore throat, diarrhea, thick drainage from the nose, vomiting or any infectious disease.
-  If a child should develop symptoms of illness while in class, the school will notify parents immediately. If we are unable to reach 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 or lice), please notify the director. A COVID-19 test is required if a student or staff member is exposed or has COVID-19 symptoms. Please report all illnesses.
-  If your child misses more than 3 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.

### **Developmental Concerns:**

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

\* **Child Link:** 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

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

