Revised January 2020
FACULTY AND STAFF

School Year Director:
Dr. Mona Leigh Guha

Summer Camp Directors:
Amy Laakso and Alison Hurst

Program Administrative Specialist
Ms. Jennifer Haislip

Teachers
Each classroom is staffed with two full-time teachers, plus one full-time student aide. At least one teacher in each classroom holds a four-year degree.

Undergraduate Students at CYC
Each classroom will have one full-time student aide. Their duties will include maintaining classroom cleanliness, helping with transitions, and engaging with students throughout the day.

ENROLLMENT

Enrollment for CYC is open to all families. Registration for summer camp is first opened up to current school-year families, or families who have attended camp the previous year. If there are openings remaining, camp is then opened to the public. The Center enrolls children representing a diversity of race and gender. Children must be three years old by the first day of camp and toilet-trained.

Toilet Training

Toilet-trained children are expected to be able to do the following on their own:
- Decide when they need to use the toilet
- Pull down and up own pants/skirt/underwear
- Have sufficient “aim” to keep clothing and floor dry
- Get their body onto the toilet
- Wipe/clean with toilet paper

Because CYC requires children to be toilet-trained, Children should be brought to school in regular underwear. “Pull-Ups” training pants are unacceptable and unnecessary for
typically-developing children. It is strongly recommended that children wear clothing that is appropriate to their dressing skills. Elasticized waistbands are recommended. Belts and overalls are discouraged. We expect that three and four-year-old children will have occasional accidents. Teachers will keep a record of the accidents, inform the family of them, and discuss with the family what might be causing them. If accidents continue to occur, a meeting may be scheduled with the family, teachers, and an administrator to discuss goals, and suggest prevention methods that can be put into place, such as limit fluid intake and frequent bathroom trips. If excessive accidents continue to occur, the policy described below will be followed. The CYC will make every effort to work with families to design strategies to support children’s success in toilet training.

Children who enter the Center for Young Children, but are not toilet-trained cannot remain enrolled in the Center. In accordance with the Americans with Disabilities Act (ADA), the CYC will admit and accommodate children with disabilities for whom toilet-training is still in process.

Special Needs Inclusion

The Center for Young Children welcomes all children. If a child has identified special needs, families are encouraged to share evaluations and reports with the administration and classroom teachers prior to the start of camp to ensure a smooth transition to camp. The Center is committed to supporting all children in an appropriate manner. Some children may require extra adult support, adjustments to the schedule, or therapies outside the scope of the Center. Any decision made has the best interests of the child as a primary focus. The environment will be adapted or accommodated when possible for all children.

Fraudulent or Misleading Information

Any fraudulent, false, or misleading information provided to the Center regarding affiliate status, child custody agreements, emergency contacts, or insurance information is grounds for termination of enrollment.

Requests for Placement

During the enrollment process, families may request a certain room, but cannot be guaranteed that placement. These requests must be submitted no later than April 30th, and will be handled after all children remaining in the same format class have been placed, according to space restrictions in the classrooms. Requests for particular rooms will be noted, but cannot necessarily be honored. No placement changes will be made after April 30th. Because both class assignments and teacher placements are finalized over the spring, requests for specific teachers cannot be accepted.

HOURS OF OPERATION, PROCEDURES, AND CLOSINGS

The Center is open from 7:30 am to 5:30 pm, Monday through Friday. Children arriving between 7:30 am and 8:30 am will participate in Morning Gathering, held in the Great Room or on the playground, weather permitting. A clipboard for each class for signing in will be available
in those areas. During Morning Gathering, all classes are mixed. Activities include quiet play, music, outdoor play, and story time.

**After 12:00 p.m., your child should not be brought to school.**

Children may be brought no later than 12:00 in the event of a medical appointment, but this should be the rare occasion. If your child is going to be absent, please notify the Center by 9:00 a.m. If possible, let teachers know in advance of the days that your children will miss school.

**The Center for Young Children is not a day-care drop-in center.** Teachers at the CYC are required to plan programs that are developmentally appropriate, creative, intellectually stimulating, emotionally and physically safe, and socially responsive to each child’s needs. Families, in turn, are asked to understand and support the mission of the CYC.

**Arrival Time**

Students may arrive as early as 7:30 a.m. and must be picked up by 5:30 p.m. Families will be given a class schedule outlining the day. Please take note of when meetings occur. **Your child should be in the classroom a minimum of 15 minutes prior to the start of the meeting.** This gives you time to help your child settle in, wash hands, unpack lunch items that need refrigeration, and greet other classroom friends as well as the teacher. Meeting is an important part of the child’s day and impacts their learning.

**Children and parents who arrive after the meeting begins must wait TOGETHER outside the classroom or in the observation room until the meeting is concluded. Your child may not be dropped off/signed in during this time.** At no time may your child be left in the building unattended. Your attention to these matters not only shows respect for the teachers and the program, but also to your child.

**Drop-off, Pickup, and Parking**

Parking permits will be distributed to new families at the Open House. Two “YC Lot” permits are available for each family. These permits allow a parent to park in the YC parking lot for up to one hour while you are on CYC business. Cars that are parked in the “YC” lot and do not display the proper permit, or that display the YC permit incorrectly, will be ticketed.

According to Maryland Child Passenger Safety Laws, any child who is not yet eight years old must be correctly buckled in a child safety seat, unless over 65 pounds or over 4’9” tall. Police officers periodically conduct car seat installation safety checks on children arriving at the CYC.

**Just a reminder: no child of any age should be left unattended in a car, even for a short period of time!**

The spaces in the YC lot next to the sidewalk are a safe way for families to walk to school. CYC teachers and staff will park in the middle spaces in order to allow families the safer spaces adjacent to the sidewalks. No cars may be parked in the “circle” area in front of the school. This area gives space to all cars passing through, and in addition, is reserved for emergency vehicle access. **Please remember that the one strip adjacent to the**
dumpster is part of our regular YC lot and has sidewalks for safe access to the CYC. Be sure to display your YC permit at all times when parked in the YC lot.

No child should be dropped off to walk into the Center by himself. **No child should be entering the Center unaccompanied.** If a child enters the building without their parent, they will be told to go back outside and wait for their parent. This is to ensure that the parent knows their child’s location, as well as to ensure the safety of the child. Please let Morning Gathering teachers know that your child is here, or if arriving after 8:30, escort your child into the classroom and remain long enough for him to transition comfortably to his teachers and classmates. At first, plan on spending at least 10 minutes when delivering your child.

**Upon arrival please make sure to sign-in your child on their class clipboard.** Please write the first and last name of the person **picking up your child.** If the pick-up person needs to change at some point throughout the day, we must receive a phone call or email stating the change. Always tell your child when you are leaving. Say goodbye and don’t prolong your departure.

At the end of the day, be sure to say goodbye to your child's teacher. Sign-out sheets will be in the classroom with the children, or outside if the children are on the playground. **Please exit the building as soon as you have signed out your child, keeping your child with you at all times.** Please do not pull out Great Room toys and games at this time.

**Please do not allow your child to press the red handicap access button that opens the front doors as you exit the building.** Children can understand that this button is not a toy, but intended for use by persons with special needs, and that with unnecessary use it will wear out and require constant repair.

Finally, **children are not permitted to run inside the CYC at any time.** This poses a particular danger at pick up time, when children tend to dash for the door and can end up outside the building without a parent. **Please keep your children with you and help them to understand that this is the safest way to exit the building.**

**Authorization for Pick up**

If the adult indicated on the sign-in sheet is not able to pick up the child, families must inform the office. With a phone call from a legal guardian, children may be released to adults who have been authorized by the family and are listed on the child's "Authorization for Pick Up" form. All persons picking up a child may be asked to show proper photo identification. If these procedures are not followed, staff members are not permitted to release the child. Always remind the child that your substitute is going to pick him/her up from school.

If a parent or an authorized adult cannot pick up a child, there must be written permission to have another adult pick up the child. A parent may fax or email a consent form (Appendix C) to allow her child to be picked up by another person who is or is not on her authorized pickup list. Please email the form to the administration or fax to 301-405-2902. Please call to alert the Program Administrative Specialist if you are sending a fax to that effect. CYC staff members are not permitted to release a child to another parent volunteering at the last minute to pick up a child whose own parent is running late, unless the procedures above have been followed.
Custody Considerations

Please provide the Center with a copy of any legal custody papers and share with an administrator and your child’s teachers any specific details that may be important for the Center to know. CYC must have a copy of any applicable court orders to guide us in releasing a child.

Late Pick Up Fees

The Center for Young Children closes at 5:30 pm. It is suggested that families enter the CYC by 5:15 to pick up their child so that they can exit the building by 5:30. Children will be brought into the front lobby by 5:25 each evening for quiet activities and to await their families.

Your child anticipates your arrival. A child can become worried and anxious if his classmates have all been picked up and his own parent has not yet appeared. In addition, teachers have put in a full day. If you arrive after 5:30, a late fee will be assessed and the staff is required to submit a late fee form to the front office. Late fees are due within 48 hours after receipt of the late fee notice.

Late Fees Per Child:

$10.00 - 1 to 5 minutes and
$ 5.00 - each additional 5 minute increment or part thereof.

Late fees are strictly enforced throughout the school. You will be asked to sign a late Pick up Form (see Appendix D).

Late fees will be imposed when school is closed early prior to holidays and for emergency closings, unless suspended at the director’s discretion. Fees are payable directly to the teacher(s) who stayed with your child by cash or check.

If a family has had an emergency near the end of the day, such as a car breaking down or an illness, they must first inform the school, and then make alternate plans for pick up. The late fee will be imposed even under emergency conditions.

Fines will be doubled after three incidents of late pick up. After six incidents of late pick up, the child will not be able to attend the Center the next day, and enrollment for the future will be in jeopardy.

SCHEDULED CLOSURES

CYC will be closed on July 3rd in observance of Independence Day.
CYC will close at 1 p.m. the last day of camp, August 7th.
EMERGENCY PLAN

The CYC reserves the right to close the Center on an emergency basis, for occurrences such as power failure, water main breakage, etc. The CYC recognizes the great hardship this may cause, and will make every effort to avoid such emergency closures. CYC is not responsible for tuition remission in the event of an emergency closing.

Evacuation Plan

In the event of an evacuation from CYC, the children and teachers will go to either Oakland Hall, Eppley Center (ERC), or Elkton Hall (see map, Appendix E, for these locations). Families will be notified by email, cell phone or landline on where and when to pick up their child. Be sure all phone numbers and emails are up to date on paperwork at the CYC.

Emergency Closings

The State of Maryland licenses the Center and determines the regulations that govern the Center's operation. These regulations concern, among other items: adult-child ratio, safety, and health. If emergency conditions should ever prevent the Center from operating within these licensing guidelines, the Center must close.

CYC DAILY ROUTINES AND NECESSITIES

CLOTHING

We encourage children to participate fully in all camp activities. Please send your child in comfortable and washable clothes. It is best if the clothing comes in layers, and that boots have good gripping surfaces. Items should be selected so that they are comfortable and allow the child the widest range of movement. When possible, a child will wear outside all the clothing provided by the parent that day; however, when the weather changes drastically in the course of the day, teachers will use their discretion in dressing children for outside play.

Because we teach self-help skills, be sure your child's clothing can be easily handled; for example, elastic-waist pants rather than belts. Also, please send in two seasonal changes of clothes for the occasional accident. These changes should include shirt, shorts/pants, underpants, and socks. An inexpensive pair of sneakers would be helpful, and a pair of rain boots should be kept at school. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. If your child borrows an item from our supply of extra clothes, please be sure to wash and return the item to the teacher.

Children need to wear enclosed, rubber-soled shoes outside on the playground. Party shoes, jelly shoes, or sandals may pose a safety problem when running and climbing and using equipment and cannot be worn on the playground. “Crocs” and similar closed-toed rubber shoes with a heel strap are okay, but should be sized as appropriately as possible to avoid falls and injury. Extra sneakers can be kept in the cubby for your child to change into when going outside to play.
Names should be written on or attached to all clothing and other valued possessions. Families are urged either to sew name tags onto children's clothes or to mark them clearly with permanent ink. The Center maintains a Lost and Found box located near the front desk.

**LUNCH AND SNACKS**

The Center provides nutritious snacks as part of your child's program. Since we do not provide a hot lunch program in the summer, please bring a lunch from home for your child. Licensing regulations require that any perishable food packed for your child's lunch should be labeled with your child's name and the date and placed in the designated (cold food) basket in your child's classroom upon arrival at school. The aide takes this to the refrigerator. Perishable foods include dairy products (yogurt, cheese), mayonnaise, cold cuts/meats, eggs, etc. Coolers and ice packs are not fully in compliance with licensing codes.

Please make sure that a lunch from home can be eaten cold. If you wish to send a heated lunch, please store it in an insulated thermos. These items cannot be re-warmed and therefore do not need to be placed in the refrigerator. **Please do not place entire lunch boxes into the cold food baskets.** Our containers cannot store these large items.

Under licensing regulations, all children must be offered milk daily. **If a parent does not wish his/her child to have milk, they must complete a form to be maintained in their child's file at the office, and the parent can provide a milk substitute (soy milk, almond milk).**

**Prohibited Foods**

The following potential hazards may not be included in children's lunches sent from home: hotdogs (neither whole nor pieces), nuts, popcorn, raw peas, raw carrots, hard pretzels of any size, or whole grapes. Meat must be cut in a portion that can be safely swallowed whole.

**Please do not send food or drinks in glass containers.** Children are encouraged to bring a reusable water bottle to keep in their cubby and use throughout the day.

**Please do not send candy.** A child with candy in her lunch will be asked to place it back in her lunchbox or in her cubby until pick up time. Teachers ask that on that rare occasion when you bring lunch midday from a fast-food establishment, you take the toy and the lunch out of the bag, and present the lunch separately on a plate.

See Appendix B for ideas for lunch brought from home.

**REST PERIOD**

State licensing requirements stipulate that all children in full-day programs be provided with a rest period. Accepted practice in most pre-K programs is a two-hour rest/nap period. Kindergarten children usually rest for around 50 minutes. Children who do not sleep are asked to rest quietly on their cots. Each class has special routines to prepare for rest time and maintain a quiet, relaxing environment. There is also a quiet time in the school-aged classrooms children. During this time children are given a choice if they want to rest. For those who do not choose to do so, they are provided quiet activities to do around the classroom.
Teachers work hard on expectations with a child who has daily difficulty settling down, thus disturbing and stimulating other children. If the difficulty continues, the parent may be asked to come at rest time to settle down her/his child, or to pick up the child before naptime. Teachers cannot accommodate requests to deliberately keep children awake during rest time, and will follow the child's lead during the classroom rest period. The following article may be helpful: [http://www.parents.com/kids/sleep/naps/baby-nap-time/](http://www.parents.com/kids/sleep/naps/baby-nap-time/)

Please bring small pillows, pillowcases, crib-sized sheets and blankets each Monday and take the bedding home each Friday to wash.

**TOYS FROM HOME**

In an effort to bridge the gap between home and camp, your child may bring one item from home for rest time (labeled with your child's name). This soft, cuddly toy for naptime can remain at the Center in the child's cubby or outside the classroom in a basket.

The Center discourages the use of gunplay, war toys and activities involving violence of any kind, in keeping with our belief that this sort of activity promotes aggressive behaviors towards others. Teachers strive to keep all of their students safe from intentional and unintentional injury that such games could inflict. We therefore ask that all guns, war toys and “super hero” figures be left at home.

**TUITION AND BILLING INFORMATION**

Families sign a contract for camp, and payments may be paid on a schedule of four equal payments, January through May. Our summer program is offered for six weeks, from late June to early August each year. There is a flat summer program fee, regardless of University affiliation and without sibling discounts. There are also no scholarships for the summer program. Summer enrollment is not required and non-enrollment will not jeopardize a child's placement in the regular school program.

**Failure to Pay**

If payment is more than one week in arrears, a child's enrollment may be terminated. Please contact the summer camp directors to request a payment plan, if necessary. They can be contacted at cyc-camp@umd.edu

**Withdrawal**

The account holder is responsible for full payment of their contract if they find they need to withdraw their child before camp is completed, unless CYC can find a replacement enrollee. Should there be a cancellation or withdrawal from camp, please note the first payment is non-refundable. **If there is a withdrawal after May 29th, the family will be charged full payment.**
FAMILY’S ROLE

Families are the first teachers of their children, and as such are encouraged to participate in the education of their children here at the Center (Appendix G). You are encouraged to share talents, workplace and departmental resources, ideas and other interests with the teachers and children. Activities that provide an opportunity for family participation include acting as chaperones on field trips, chaperoning the pool, or having lunch with children.

Families are welcome to observe at the Center. Our observation booths enable you to do so without being seen by the children. Please stop by the front desk first and let the Program Administrative Specialist know you’ll be visiting the booths. Even though we welcome family observations, the booths must also be used by undergraduate students and by CYC teachers in the course of the day. Please assist us with this need by limiting your time spent observing per day. Finally, please do not sit in the observation booth to do your own work or study, as this will hinder others’ use of this space.

Teachers and staff welcome ongoing communication with families. Please feel free to email teachers or administration with questions at any time. Staff and administration will set up meetings with families as requested. Sharing information about your child between school and home allows all parties to best support your child’s development.

CHILD/FAMILY ORIENTATION

Open House

Our Open House will be held the Friday before the first day of camp. During the Open House children and their families will spend about 30 minutes visiting their child’s classroom and meeting the teachers and other families in the class. This is a great time for parents to talk to teachers and ask any questions concerning procedures or camp in general.

In early-May, all enrolled families will receive information that includes a welcome letter, class assignment, and supplies list. Depending on if the family is a returning family or new to camp, they will also receive a health inventory that must be completed by a doctor before their child may begin camp.

FAMILY SERVICE COMPONENT

Families are a necessary component of our program (see Appendix G). Please be sure to sign up for service at the Center. Opportunities include chaperoning field trips, sharing a resource or skill, chaperoning pool trips, and providing materials for the classroom. As a community, our children benefit when we all work together.

A family, whether one or two-parent, agrees to complete 2 points in service activities for each child enrolled in the Center. Families will earn one point per trip they attend this summer, such as a field trip or chaperoning the pool. If unable to attend trips, teachers are happy to work with families on alternative ways to earn service points. There will be a fee of $20 per point for incomplete service. Incomplete and unpaid service after the end of the camp
will be charged to the account holder’s tuition account. Teachers will keep track of the number of service points completed by each family.

Field Trips

Field trips support our curriculum by allowing children first-hand, often hands-on related experiences away from school. Destinations may be on- as well as off- campus. **They may be walking trips. Trips requiring use of the seat-belted UMD charter buses are available to CYC.** Trips are carefully researched and planned by teachers to support classroom studies, and to fit into the daily schedule. Families are encouraged to participate in at least one trip during the summer.

The following information shares guidelines and expectations for trips as they are planned and evolve over time. They are meant to enhance your child’s learning and enjoyment on trips in the safest, most organized way possible. Please read carefully, so as to understand your role, whether accompanying a trip or simply sending your child on a trip you cannot attend.

Safety Concerns

- All CYC faculty (and many student aides) have Pediatric First Aid and CPR certification.
- First aid kits are carried on all trips.
- When transported by bus, per state and federal regulations, all bus drivers have a chauffeur driver’s license, are drug tested, have a background check, and must have a physical every two years.
- Buses meet and exceed current state and federal licensing/maintenance regulations.

Pre-Trip Procedures

- A form giving permission for your children to participate in school-sponsored field trips is provided as part of children’s enrollment at CYC. Children may NOT participate on such trips without this signed permission (unless you transport your own child). Children may NOT remain at CYC when the class is away on a trip.
- Teachers will inform you of the trip, usually at least one week prior to the trip, indicating date, time, purpose of trip, any costs associated with the trip, and mode of transportation.
- Pay any requested trip fee to the teachers by their requested deadline.

Day of Trip Procedures

- All children and participating adults should arrive at CYC at least 20 minutes prior to the announced departure time. **[Please note: Children who arrive at school after the class has departed may not remain at school. The parent is responsible for transporting his/her child to the field trip site or making other arrangements for the school day. Please be advised that if you decide to meet your child’s class at the field trip site we cannot guarantee that the class will wait if the field trip ends early.]**
- Information and trip protocol will be reviewed prior to departure. Small groups of children will be carefully “assigned” to parent participants for the duration of the trip. **Your fullest attention to these children throughout the trip is paramount.**
  1) Know where they are at all times.
  2) Hold hands as necessary.
  3) Be attentive to surroundings.
  4) Keep the group together at all times. A child may not be alone in a bathroom.
● Teachers will indicate any “meeting times or places” for gathering as an entire group while on the trip. Cell phones may be used for communication purposes.
● A final “head count” will be taken before all leaving the site together to return to CYC.

Trip Expectations
● Siblings, whether younger or older, may not accompany participating families on trips, since they can divert attention away from the group of children which the adult is responsible for supervising.
● Only teachers will provide snacks, if appropriate, on the trip. [Please note: Due to the real possibility of allergies, we ask that participating families do not provide any food or drinks to children at any time on the trip, other than that which is provided by the teachers.]
● Please participate fully in all aspects of a trip if accompanying your child’s class.
● Please refrain from smoking at all times when on a trip.
● Please refrain from talking or texting on your phone unless directly related to the field trip.

If you are unable to participate on a particular trip, please do enjoy talking with your child about the experience and looking at trip photos together!

PARENT SURVEY

At the end of camp each year, we conduct a review of our program. Families are given a short questionnaire to complete online. This review provides CYC with important feedback from families about our program. Your input is essential to help us maintain a high-quality program that meets the needs of all our families.

CHILD AND FAMILY PARTICIPATION IN RESEARCH

As a lab school housed within the Department of Human Development and Quantitative Methodology (HDQM), the CYC provides a preschool and kindergarten research environment for studies in all areas of Child Development. Faculty and researchers from HDQM, as well as other campus departments, apply for permission to conduct research in this setting. In return, the children may enjoy the experience of participating in interesting projects and interacting with research materials. Additionally, families and teachers have the opportunity to learn more about child development from leading researchers.

Children are never required to participate in individual research projects, but the CYC does encourage families to provide consent unless participation in the specific study would constitute a hardship for their child. Even with a signed consent form, researchers will only take a child out of class for research with the child’s assent. Some research requires families to complete forms. Again, unless completing the forms would constitute a hardship, we encourage participation. In either case, returning the unsigned consent form request with a brief note assists researchers in maintaining subject lists.
BIRTHDAYS

Birthdays may be celebrated at school, but please speak to teachers regarding individual classroom birthday practices. Please bring no more than one treat for each child. Even though celebrations are often associated with cakes and sweets, at CYC we encourage more nutritional treats such as muffins, fruit salad, or a special family recipe. Please be mindful that there are potentially life-threatening allergies in the children in the class. Check with teachers whether an allergy on that level exists in your child’s class before sending in treats containing peanuts, tree nuts, egg, dairy, etc. Please refrain from bringing: soda, balloons, blow horns, candles, or piñatas. If families choose to have a birthday celebration for their child at school, the family should stay for the celebration.

In the past, the practice of inviting only a small group of classmates to a private birthday party at home has led to hurt feelings on the part of the children who were excluded. Sensitivity to this issue can prevent children's feelings from being hurt. Birthday invitations should be posted at the CYC only if all the children in the classroom are invited to the child's home. If, for religious reasons, you do not celebrate birthdays, please inform your child's teachers, and they will work with you to find an appropriate accommodation for your child during birthday celebrations.

HOLIDAY CELEBRATIONS

The Center for Young Children is very proud to serve such a diverse population of students and families—we are truly a global community. Keeping that in mind, we strive to develop ways in which all of our children feel respected in their individual family and culture throughout the school year, especially when it comes to the recognition and celebration of holidays.

In our classrooms, holidays are recognized and appropriately supported as they naturally emerge through the children’s play, their drawings, and their stories. We believe that by responding to children’s expressions and representations, the holiday is then better recognized in a context that is most meaningful for that child and supports the appropriate development of the child’s social understanding. We do recognize and respect that holidays are an integral part of each child’s socio-cultural life, are part of their uniqueness as individuals, enrich the community of the classroom, and support the goal of connecting community, family and culture. Thus, teachers are prepared to support and extend the child’s interests, as well as other children’s “desire to know,” with questions, ideas, materials, and documentation of the experience.

We invite families to share significant traditions and holidays from their country of origin. Celebrations such as Diwali, Chanukah, Christmas, Kwanzaa, Chinese New Year, Korean New Year, Mardi Gras, and Eid-al-Fitr are among special holidays that can be shared. Teachers will work with families to prepare age-appropriate celebrations that will focus on cultural rather than religious themes.

GREEN SCHOOL

The CYC has earned the distinction of being named a Maryland Association for Environmental and Outdoor Education (MAEOE) Green School, as well as a University of Maryland Platinum level Green office. Some of the green measures in place in the Center include: automatic and
low water flow faucets and toilets, and hand wave towel dispensers in the bathrooms. CYC is also composting food leftovers and paper products in each classroom, as well as employing reusable, washable dishes, cups, and utensils whenever possible. Check with your classroom teachers to explain about composting and supporting the CYC green initiative.

Our goal is to teach conservation of the environment to young children along with the support of their families, through our programs including Trash Free Tuesdays, Maryland Green School and Eco-school USA participation, the UMD Green Office program, and other school-wide endeavors such as e-waste recycling drives. We believe that young children can begin to understand and learn the importance of being thoughtful about their use of the resources available to them and the impact that this may have on their environment, and that this can lead to their future involvement in matters that concern being a good steward of the world around them.

**CELL PHONES**

Please refrain from using your cell phone while at the CYC during pickup and drop-off. If you have a call that you must finish, please complete it outside of the CYC before entering to pick up your child. Teachers have very limited time to communicate with you, so please be available to chat with them at these times.

**CLASSROOMS AND OBSERVATION BOOTHS**

The classrooms are arranged in a specific way to allow children to learn and explore their environment. An observation booth is located in the middle of each of the three suites of rooms. Families may use the booths to observe classroom activities. If interested in observing class meetings, they are especially encouraged to use the observation booths so as not to disturb this teacher-led time. Faculty members, college students, and researchers also use the observation booths to observe children engaged in daily activities.

**HEALTH**

Maryland’s State Department of Education (Office of Child Care) provides schools with the state’s Health Inventory document that is mandatory for families to have completed by a licensed Healthcare Professional (family doctor) before a child can be admitted into child care programs. In addition, a complete immunization history must be on file, as well as any medications that need daily administration. Proof of screening for lead poisoning must be provided. The family and pediatrician must regularly update the child’s health files to reflect new immunizations, to keep the records current.

It is essential that we attempt to limit the spread of disease. The following is a list of symptoms that we use to determine when a child is too ill to be in camp. (List based on information from NIH, Medline, CDC and American Red Cross.)

1. **FEVER** -- any reading over 99.5° Fahrenheit when taken under the arm (100.0° F taken orally). **A child must be fever-free without benefit of medication for 24 hours before returning to the Center.** If a child has a fever on a Sunday, the same policy applies. If a child wakes up sick or with a fever, please keep the child home.
2. **DIARRHEA**, defined as an increased number of stools compared to the child's normal pattern, with increased stool water and/or decreased form. Exclude from school for 24 hours minimum. If the diarrhea continues, pick up and exclusion until the child's physician is consulted will be required.

3. **VOMITING**, two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition. Exclude from camp for 24 hours after the last episode of vomiting.

4. **RASH**, with fever or behavior change, until a doctor has determined it non-communicable.

5. **CONJUNCTIVITIS ("PINK EYE")**, if white of eye is red, even without seeping. Child must be home for 24 hours AFTER the start of medication. A note from the doctor clearing the child to return to camp must be provided. If your child’s red eyes are due to an allergy you must send in a doctor’s note stating that he/she is not infectious and is fine to come to camp.

6. **SEVERE COLD**, with fever, sneezing and nose drainage. If your child’s runny nose is due to an allergy you must send in a doctor’s note stating that he/she is not infectious and is fine to come to camp.

7. **OTHER SIGNS OF POSSIBLE SEVERE ILLNESS**, including unusual lethargy, irritability, persistent crying, difficulty breathing, or persistent barking-type cough.

If your child has any of the above symptoms, please do not bring your child to camp until he/she has been seen by a doctor and has begun treatment or until the symptoms either go away or improve considerably. **If your child has been put on antibiotics, he/she must have been on the prescription for 24 hours before returning to camp.**

If a child seems really sick without obvious symptoms, please keep him/her at home. This includes pallor, irritability, exhaustion or disinterest. **We reserve the right to isolate or send children home for exhibiting these symptoms, whether a fever is present or not.**

Both home and CYC are responsible for teaching children about frequent and thorough handwashing before eating, after bathroom visits, and after coughing, sneezing or blowing their noses.

**POST DIAGNOSIS EXCLUSION POLICIES FOR COMMUNICABLE DISEASES**

For these illnesses, exclusion is required until expiration of the period noted below.

<table>
<thead>
<tr>
<th>Illness</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>strep throat, conjunctivitis (pink-eye)</td>
<td>exclude until 24 hours of antibiotics</td>
</tr>
<tr>
<td>ringworm, head lice, pinworm</td>
<td>exclude until following 24 hours of appropriate treatment and hair is nit free</td>
</tr>
<tr>
<td>chicken pox</td>
<td>exclude until 7 days after outbreak and lesions are crusted over</td>
</tr>
</tbody>
</table>
In the case that a contagious disease diagnosis is received, please inform the Center the same day. The Center has a duty to inform your child’s class, without revealing your child’s identity, of any diagnoses received. An administrator will send an email to the families stating what diagnosis was received and attaching the MD Dept. of Health and Mental Hygiene Fact Sheet for that condition. Your family’s confidentiality will be protected to the best of our ability at all times. An administrator will also notify the family of any under-immunized child immediately so that the family can exclude him/her from the program until the illness has passed.

**Under licensing, a child who has been out due to illness for 3 days or more cannot be readmitted to the Center without first receiving a written statement from the physician.**

**Reportable Diseases**

According to the Maryland Department of Health and Mental Hygiene, if your child has any of the reportable diseases listed on the MDHMH website at [http://phpa.dhmh.maryland.gov/Pages/what-to-report.aspx](http://phpa.dhmh.maryland.gov/Pages/what-to-report.aspx), you must report that fact to the CYC. Your physician, in turn, is supposed to advise the health department of a reportable disease.

**CARE FOR A SICK CHILD**

The center is not equipped to care for ill children. Families must pick up a sick child within one hour of being called, or make alternate emergency arrangements. Sick children are made comfortable in the sick bay, located directly behind the front desk, to rest or play quietly until they are picked up. The sick bay is maintained away from the classrooms to prevent additional individuals being exposed to illness.

A child who is ill should not be brought to the Center nor should a child return after an illness unless free of fever for 24 hours. Dosing a child in the morning with a fever-reducing medicine, such as Tylenol, before dropping him/her off at the CYC will result in the rest of the children being exposed to germs, the medication wearing off and the family being called to pick up the child.

Children should remain at home and rest if they are unable to participate in all activities including outdoor play. Having followed the pediatrician's advice, your child may return to the group setting at such time as the child can comfortably function in most Center activities and the staff can handle your child's needs and still fulfill their responsibilities to the other children.

If your child has been seen in a hospital or emergency room outside of school hours, please share this information with her teacher or the front office. Frequently, there are persisting symptoms or behaviors when a child returns to school and having this information helps CYC personnel make informed decisions regarding your child's health and safety.

Cell, home, and work phone numbers must be updated with the Center as changes occur. A “Change of Information” form is available from the front office (see Appendix H). Staff members are encouraged to call the family when there is a possibility that a child is developing a health problem, even when exclusion is not yet determined to be necessary. Accordingly, families are
requested to promptly return phone calls from staff.

Medical Emergencies

The CYC must always have a way to reach a parent or emergency contact every day. In the case of a serious accident or illness when the family cannot be reached, 911 will be called. The child will be transported to the hospital accompanied by the staff member most familiar to him and/or the staff member who witnessed the accident and can best describe it to hospital personnel. The Emergency Medical Consent form in the enrollment packet will accompany the child to the hospital. It is essential that this form be kept up-to-date.

ADMINISTRATION OF MEDICATIONS

Most medication (prescription and nonprescription) may be administered by staff. In compliance with licensing regulations, the following procedures must be followed by families:

1. **Prescription and over the counter (OTC) medications brought to camp must be left in the front office with an administrator**, who will then deliver it to the classroom teacher. A signed (by parent AND doctor) medication order form must accompany all medication (both prescription and OTC). Instructions for administration must be clearly indicated. The necessary form for families is often available at pediatrician’s offices, but it can also be found on the CYC website, in the front office, and at the following location: [https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216-medicationadministrationauthorization.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216-medicationadministrationauthorization.pdf) Teaching staff will undergo training at least annually on the six right practices of medication administration.

2. Sunscreen, insect repellent, lip balm, and other non-prescription topical salves, etc., are included under the umbrella of “preventative care items”. Insect repellent must contain DEET to be applied at school, and may only be applied once per day. We must have a medication form completed and signed by the parent to be able to apply these items to a child. We recommend SPF 30 or above sunscreen. It is suggested that aerosol sunscreen not be used.

3. Medication brought to camp must be in the original container, labeled with a) child’s first and last name, b) date filled and doctor’s name (for prescription medication), c) expiration date, d) manufacturer’s instructions or original label with name of medicine, strength and instructions on how to administer and store it.

4. Except for preventative care items like sunscreen and lip balm, all medication administered at school by CYC personnel must have a medication administration form signed by a licensed health practitioner.

5. **Because of the possibility of an allergic reaction, the first dosage of a medication will not be given at the Center.**

6. Medicine that must be refrigerated will be stored in a locked box in the refrigerator. Other medications will be stored in locked boxes in each classroom. All medications
must be clearly labeled with the child's name, dosage and time to be administered, and placed in a Ziploc storage bag also labeled with the child's name. A medicine measure, calibrated correctly for the dose, must be included when appropriate.

7. Under no circumstances should medications be placed in children's lunch boxes, coat pockets, backpacks or cubbies. After non-prescription, topical medications have been given to the teacher with the signed administration form, the teacher may store those items out of children's reach in the classroom.

8. A parent may also come to school and administer medicine to his/her child.

ALLERGY/ASTHMA ACTION PLANS

It is the family's responsibility to notify the school in writing of any allergies or sensitivities. You will be asked for this information on the Emergency Medical Consent form, on the back of the Emergency Information form, and on the Maryland Health Inventory form. If an allergy is indicated, we will follow up with an Allergy Action Plan form, which details each allergen and what actions teachers will follow in case of exposure or reaction. The allergy action plan will be kept in the child's file and in the classroom for teachers to readily reference. There will be a list of all children in the classroom where the family affirms the child's known allergies or that they are non-allergic. This will be updated as needed when class enrollment changes. We ask families to inform us of changes in allergy status as the year continues. If your child has an asthma diagnosis, his or her doctor will need to complete an Asthma Action Plan. You will be responsible for providing any medications listed on the plan.

EXTREME WEATHER PLAY

Every effort will be made to get children outside for this much-needed playtime in the hot summer months. However, when the heat index reaches the mid-90s to 100, children will be outside for 30 minutes or less. If the heat index rises over 100, children will be kept inside. When extreme weather is predicted for a long series of days, the CYC will seek another alternative to outside time, such as gym time at the Eppley Recreation Center.

PETS IN THE CLASSROOM

CYC classrooms have MSDE Office of Childcare-approved pets in an effort to provide opportunities for children to learn the responsibility of caring for a living thing. Please inform the administrators and your child’s teachers if your child is allergic to, or has a fear of certain animals. Pets are monitored continually by the campus veterinarian and his staff. Children always observe proper handwashing when interacting with animals.

SMOKING POLICY

There is no smoking in any part of the Center or the playground. UMCP is a smoke-free campus (please see University website for policy details).
SAFETY

To ensure your child’s safety while at camp, please be aware of the following:

1. Monthly fire drills are coordinated with the Environmental Safety Office. Each morning when you drop off your child, you must sign her/him in on the attendance sheet provided for the class. During a fire drill, after the classes are evacuated and assembled against the fence on the playground, the sign in sheet is used to call children by name. Because each child needs to be accounted for in an emergency, your child must be signed in each and every day that he attends the CYC. Parents who are present at the Center during a fire drill must follow the specified procedures for evacuating the Center.

2. The administrators and each employee at the Center are required by law to report suspected evidence of child abuse and neglect to Child Protective Services.

ACCIDENTS & ACCIDENT INSURANCE

All CYC permanent staff are trained in first aid and in infant/pediatric CPR. An accident report is filled out for each injury whether minor or serious. This information is given to the parent at the end of the day.

The Center has accident and liability insurance. The University pays for this insurance.

SECURITY

To ensure that our children are safe, the Center for Young Children uses a keypad/keycard access security system. The building’s front door will always be locked, and each family will be assigned a unique code with which they will access the front door of the building during business hours. The purpose of this system is to allow only authorized personnel in the Center. Parties without approved access will have to ring the bell on the front post, identify themselves, and be buzzed into the building. Families are responsible for notifying others who are picking up a child about this process. Please do not share your family access code with anyone other than those authorized to pick up your child.

You may notice that a number of security cameras have been installed around the school. Campus police monitor these cameras to provide security.

In order to protect the confidentiality of children, publication by families of photos of CYC children is not permitted without express permission of the other children’s parents. Photographs of school birthday parties and school social events are permitted for family albums, but not for University publications or other published materials, including social networking or other websites.

CONFIDENTIALITY OF RECORDS, INFORMATION, AND PHOTOS

The CYC takes very seriously the confidentiality of records, information and photos of children and staff. Please see Appendix I for our full Confidentiality Policy.
ADULT BEHAVIOR

In order to foster a positive learning and community environment at the CYC, we encourage families to voice any concerns to teachers, and if necessary, to the administration. The administration takes these concerns seriously and will work to uncover solutions. Attempts to encourage unrest, without problem solving through the appropriate administrative channels, may undermine the sound operation of the Center. Any abusive behavior may jeopardize a child's enrollment. A parent's abusive behavior includes, but is not limited to, verbal harassment and threats toward Center staff. A positive atmosphere for children, families, and teachers is a primary goal of the Center.

The CYC is considered a drug-free zone. Our goal is to protect children from the effects of the harmful environment caused by the abuse of drugs and alcohol. If, in the opinion of the Center administrator at the time of pick up, a parent or other authorized person picking up the child is in an intoxicated or drugged condition, said parent will not leave with a child while impaired. An administrator will call for another adult to drive the parent and child home. If the parent refuses an administrator's request to find alternate transportation, the police will be called. When appropriate, child protective services will be called.

GUIDING CHILDREN’S BEHAVIOR/CLASSROOM DISCIPLINE

The Center's faculty is dedicated to helping young children develop self-respect and respect for others. We see ourselves as role models of appropriate social behavior. Teachers observe behavior, and model appropriate social behaviors for problem solving and fostering positive interactions (such as using redirection, offering other play choices, attempting to work cooperatively, and offering support/sympathy to others). They teach active listening skills and ways to resolve conflict. Children are encouraged to approach problems using age-appropriate verbal skills vs. physical means. Staff members help children deal with the negative behavior as well as the reason behind it. It is our hope that children will learn to be aware of their own feelings and the feelings of others.

Sometimes a child may be asked to sit in a quiet place to calm down. Typically a teacher or an aide is available to sit with them and support them as they learn to regulate their emotions. The child learns to let a staff member know when he/she is ready to rejoin the group. The staff always focuses on what children can learn from a situation, not merely what has happened. The development of a child’s emotional and physical self-regulation is an important goal.

Open and frequent communication between the Center and families is paramount when challenging behaviors occur. Under these circumstances, teachers and parents will meet as necessary to understand these behaviors and to discuss various options to help a child with a problem. After careful consideration and observation, teachers and administrators might recommend that an assessment and/or intervention be secured by qualified professionals to assist a child. It is expected that parents will follow through on such a recommendation. Failure to do so may hinder a child's healthy development, and continued enrollment at CYC could be placed in jeopardy. The importance of the trust built through strong home/school relationships is highlighted in any consideration of guiding children’s behavior.
**Guidelines for Behavior Management**

Please be assured that staff members never use physical punishment, and do not engage in psychologically abusive or coercive behaviors when working with children. The following are guidelines for children who have difficulty in the classroom:

1. Teachers will keep a journal recording inappropriate behaviors.
2. Parents will be informed. Strategies will be developed for working with children having behavior problems.
3. When possible, the environment will be adapted to help the child.

**Teachers will make every effort to support children and families, but there are some behaviors that we are unable to accommodate when they repeatedly occur at the Center:**

1. Children who endanger their own safety or the safety of other children.
2. Children who are verbally or physically abusive to other children or staff members.
3. Children who are destructive to property.
5. Children who leave their classroom, playground, or school grounds without staff permission (running away from staff).
6. Children who require one-to-one staff supervision in order to be maintained in the classroom.

If a child exhibits any of these behaviors, the family will be informed. Parents should respond by calling or coming to the school within one hour. If the child exhibits any of these behaviors three times or more, a meeting will be scheduled with an administrator, both teachers and the family to explore strategies for the child. Several possible options are a shortened day, picking up a child when the unacceptable behavior occurs, or other problem solving techniques. Every opportunity will be taken to keep the child enrolled, but the Center must consider the safety of all the children. In extreme cases, a child’s enrollment could be jeopardized.

**ANTI-BIAS POLICY**

The CYC community is a richly diverse population, a microcosm, in many ways, of society in general. CYC staff members respectfully acknowledge that diversity in encounters with children and families, with each other, and with visitors to our program and building. Staff orientation addresses this issue with employees new to CYC. Please see Appendix J for our full Anti-Bias Policy.
Appendix A

EXPECTATIONS OF THE CENTER FOR YOUNG CHILDREN COMMUNITY

CYC Administration

- build and develop a mutually beneficial relationship with University administrative offices
- generate reports, as requested, about current research conducted by faculty and University students, early childhood trends, and teacher training practices at the CYC
- establish contacts campus wide and beyond to become known and recognized as a model program locally, nationally and internationally
- actively seek support for the CYC’s mission by investigating resources and talents available through other departments at the University
- report to the Chair of the Department of Human Development and Quantitative Methodology about the current and future needs and activities of the Center
- operate the Center within the guidelines and expectations of an accredited, licensed program
- manage a fiscally sound program consonant with University rules and regulations
- investigate and secure additional sources of funding
- supervise the overall day-to-day operation of the Center to include: admissions, curriculum development, and staffing
- build and maintain open lines of communication with the community (past and present) of CYC families
- appreciate and respect cultural diversity

CYC Teachers

- understand and support the philosophy and mission of the Center
- be sensitive and respect the needs of the individual child
- share information about the uniqueness of each child with families in a professional, compassionate manner
- plan and implement a developmentally appropriate curriculum
- be committed to continued growth as professionals
- communicate and share information, concerns, suggestions and recommendations with CYC administration so that the administration can make informed decisions and set policies
- respect and support informed decisions
- appreciate and respect cultural diversity
- provide support for CYC approved research projects

Parents/Guardians

- understand and support the mission of the CYC
- communicate and share information, concerns, suggestions and recommendations with CYC administration so that the administration can make informed decisions and set policies
- respect and support informed decisions
- acknowledge the need for continued professional growth of CYC teachers and staff
- fulfill service requirements to the CYC each year
- serve as a resource to the CYC
- appreciate and respect cultural diversity
- provide consent for child participation in approved CYC research projects
- provide support for approved CYC research projects
Appendix B

IDEAS FOR LUNCH BROUGHT FROM HOME
Lunch suggestions by Karen Regan
Nutritionist and former CYC parent
“The food of their childhood is their comfort food for life.”

FOOD SUGGESTIONS

Try to include several food groups (breads & cereals, fruits, veggies, dairy or protein (meat, dry beans) in each lunch. Please do check the list of prohibited foods on the next page.

Sandwiches
Most sandwiches include at least 2 food groups and sometimes they pack 3 or 4! For variety, vary the sandwich bread: whole wheat, rye, pita, bagel, French or use a tortilla to make a “roll up” sandwich.

Peanut butter & jelly (vary the type of jelly) includes 2 groups, bread and protein. Other variations: peanut butter & grated apple with cinnamon sprinkles, peanut butter and banana (3 groups – bread, protein, and fruit).

Cheese sandwich (2 groups – bread and dairy)

Deli meats (low fat/low sodium, please) w/ cheese and/or lettuce and tomato (3 groups – bread, protein & dairy, or 4 groups – bread, protein, dairy & fruit)

Other Main Courses
Spaghetti or pizza (leftovers make great lunches!) and rice noodles with vegetables or meat. Make sure it is something that can be enjoyed cold. CYC staff members cannot heat up children’s lunches.

Bread
Whole wheat tortillas, bagels or whole grain crackers

Fruit
Orange sections, cored apples, kiwi “wheels”, watermelon cubes, bananas, strawberries, blueberries, canned pineapples, etc. Or combine two or more (with or without some yogurt) for a homemade fruit salad.

Vegetables
Green beans, celery sticks or other cut up veggies with a mild salsa for dipping. Cooked vegetables are also good.

Dairy
Yogurt, cheese sticks or slices
FOOD DON'TS

Please don’t buy prepackaged processed foods such as “Lunchables.” These products are expensive and they’re high in fat and preservatives.

Less than 2/3 of American children meet their daily calcium requirements. CYC serves milk for lunch. Unless your child is allergic to milk, please don’t send juice boxes often except for field trips or special occasions. Think about buying “calcium added” orange juice to give your kids an extra boost towards meeting their calcium requirements.

PROHIBITED FOODS

Items that preschoolers (especially under the age of four) most often choke on are: hot dogs, meat in larger-than-bite-size chunks, nuts, hard pretzels, raw carrots, raw peas, popcorn, raisins, and grapes (unless cut in half). Please do not include these items in your child’s lunch or in dishes brought from home for CYC sponsored potluck meals.

Also, to prevent injuries from broken glass, please do not send drinks in glass bottles. We recommend you send in a reusable water bottle for your child to drink from throughout the day.

OTHER LUNCH TIPS (FROM FAMILIES, CHILDREN, AND SCHOOL ADMINISTRATORS)

Because the children at CYC have two snacks in addition to lunch, packed lunches do not need to be large. For younger children, usually a half sandwich, half a fruit, and yogurt are sufficient. For kindergartners, a whole sandwich, etc.

Invest in some small plastic containers (4-6 ounces) or save your plastic takeout containers. Cheap ones are good (because they sometimes get thrown away by accident), although sometimes they can be prone to leaks. Mark names on the container in permanent marker to avoid dealing with masking tape every day.

Find out what your children like. Invite them to help you make lunch.

Shop together for lunch food. Let them pick their favorite yogurt flavors, fruits and sandwich meat. This can also be a good learning experience about nutrition and making the right food choices. Introduce something new once in a while like an exotic fruit.

Presentation can make all the difference. A mushed sandwich or bruised fruit will probably get dumped. Pack well! Lots of small containers are more appealing than one container with a large portion.

Be creative. Use a cookie cutter to make a sandwich in the shape of a heart, star or initial. Vary the bread. Include a note or scribble something on a napkin, even if it’s a funny face.

Make lunch user friendly. Make sure that children can open their containers. Cut up portions ahead of time. Pack orange slices/sections rather than the whole orange.
Create five different lunches, then mix and match. Have a lot of little things rather than a few big things.

SHOPPING TIPS

Double-check the label on your wheat bread! If it doesn’t say “100% whole wheat”, then it’s no different than white bread – EXCEPT that it has been treated with caramel food coloring to make it brown.

Check the label on the “juice” you buy to make sure it’s “100% juice”. Many juice drinks are 10% juice and 90% sugar water.
Appendix C

ONE TIME AUTHORIZATION FOR PICK-UP
CENTER FOR YOUNG CHILDREN

CHILD’S NAME: _________________________________  ROOM: _______________
CHILD’S NAME: _________________________________  ROOM: _______________

I authorize the following person(s) to pick up my child from the Center for Young Children, only on the dates indicated. I understand that it is my responsibility to inform the CYC of any changes related to this authorization, and that the Center has the authority to require proof of identification.

<table>
<thead>
<tr>
<th>Authorized Person(s)</th>
<th>Relationship</th>
<th>Date(s) of Pickup</th>
<th>Approx.Time</th>
<th>Best Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

______________________________________________
Parent or Guardian Signature

______________________________________________
Parent or Guardian Printed Name

______________________________________________
Date Completed
SIGN – OUT SHEET FOR LATE PICK UP

Date: ____________________________  Child’s Name: ________________________________

Time of Pick up: _______________  Signature: ________________________________

Dear Family: The total charge for late fee is: $_______________ for ______ minutes. The late fee is payable directly to the teacher who remained at school with your child. Please give cash or check made payable to: ___________________________ within 48 hours from late pick up.

Thank you,
CYC

Rec’d: $___________  Date: _____________

SIGN – OUT SHEET FOR LATE PICK UP

Date: ____________________________  Child’s Name: ________________________________

Time of Pick up: _______________  Signature: ________________________________

Dear Family: The total charge for late fee is: $_______________ for ______ minutes. The late fee is payable directly to the teacher who remained at school with your child. Please give cash or check made payable to: ___________________________ within 48 hours from late pick up.

Thank you,
CYC

Rec’d: $___________  Date: _____________
Appendix E
CENTER FOR YOUNG CHILDREN
EMERGENCY EVACUATION LOCATIONS

- Center for Young Children
- Oakland residence hall
- Elkton residence hall
- Geary F. Eppley Recreation Center
Appendix F

TAX ID NUMBER FOR CYC
(For purpose of declaring childcare costs for income tax purposes)

52 - 600 - 2033

Up to a certain amount, childcare expenses for a given year are tax deductible!

This means for your child in CYC Summer Camp all of your camp fees are eligible until you reach the tax year maximum.

The University of Maryland does participate in a childcare flexible spending account program in which most employees are eligible to participate. This means that you can set aside money for your CYC tuition expenses before taxes and have this money reimbursed once you have paid for your childcare, up to a certain maximum amount. Please consult with University Personnel Benefits for details on this program.

To receive your reimbursements, please bring the claim forms (available online for most companies) to the front office. We will certify that you have made the requested payment(s), sign off on the claim form and return it to you so that you may make your claim.

PLEASE ALLOW 48 HOURS FOR THIS TO BE COMPLETED. Completed forms will be returned to your family mailbox outside the classroom.
Appendix G

FAMILY SERVICE REQUIREMENT POLICY

POLICY

Each family enrolled at the Center for Young Children (CYC) Summer Camp commits to providing time and/or services in an amount deemed appropriate for the academic year.

PURPOSE

In order for the children and families of the CYC to have a well-rounded and enriched experience while attending camp, it is important that a variety of activities be planned and presented by the classroom teachers, CYC administration and support staff. In order for these events to occur and to be successful, it is necessary for families of the children attending the camp to participate in the planning, execution, and follow-up of activities.

PROCEDURES

1. Included in the camp contract, signed by the enrolled child’s parent(s)/guardian(s), is a statement as to that family’s service requirement for the upcoming camp. The service requirement is on a per-child enrolled basis.

2. Service contributions are measured using a point system. Families may earn points by attending field trips, chaperoning at the pool, or acting as a classroom expert. If a family is unable to participate in the previously mentioned activities, teachers are happy to work with families to think of alternative ways to earn points.

3. Teachers maintain a record of service points completed for each classroom.

4. Failure to fulfill this service requirement will result in a fee to be assessed based on the family’s outstanding service requirement.

Service point records are reviewed by the Camp Directors towards the end of the summer camp. Families will receive a notice informing families of the number of service points they still need to log before the end of camp. Any family with incomplete service points will be assessed a fee according to the scale stipulated in the contract. This fee will be billed separately.
Appendix H

CENTER FOR YOUNG CHILDREN CHANGE OF INFORMATION FORM

Please complete this form with any information changes that apply:

Child’s Name:______________________________  Date:__________________________

CHANGE OF ADDRESS

☐ Mother  ☐ Father  ☐ Guardian

Name:___________________________________________________________

Street:____________________________________________________________________

City:_________________________  State:___________  Zip Code:___________________

Home Phone:_________________________________

CHANGE OF EMPLOYER

☐ Mother  ☐ Father  ☐ Guardian

Employer Name  _______________________________________________________

Work Number:_________________________________________________________

Email Address:_______________________________________________________

Cell Number:_______________________________________________________
Appendix I

Confidentiality of Records Policy

Best practice in the field of early childhood education ensures that all records of staff and children are maintained in the most confidential manner possible. At the Center for Young Children we accomplish this directive in the following ways:

- Child and staff files are kept in secure locations in the front office area.
- A child’s file is available to the parents/guardians for examination at all times. A staff member will retrieve this file if requested. Parents must not remove items from their child’s file at any time.
- The CYC Director will determine who among staff can access confidential information. Confidential information will be seen by and discussed with only staff members for whom the information is relevant.
- Material in children’s records (including conference reports, service plans, immunization records, and follow-up reports) is never disclosed without the written consent of parents/guardians for children. At the time when CYC obtains this informed written consent from parents/guardians for the release of children’s records, the parents/guardians must be informed who may be looking at the records once shared (for example, a new school, or child health care consultants, or specialized agencies providing services). Likewise, staff personnel information is protected.
- A request for children’s information must appear on official letterhead of a school, agency, etc.
- CYC staff will not disclose or discuss personal information regarding children and their families or another staff member with any unauthorized person.
- CYC teachers maintain any notes on children or on discussions with families in secure locations.
- CYC staff will ensure that any discussion of confidential information takes place in a location/manner that protects the nature of the conversation, and assures that only those for whom the information is relevant are party to the information.
- CYC’s policies regarding confidentiality are discussed with all employees (including aides and volunteers) in their initial orientation meeting. All CYC staff members sign the Confidentiality in Child Care statement upon being hired. These policies and statements are provided in the appropriate staff handbooks.
- All observers at CYC must read “observation guidelines” and an ethical principles statement prior to obtaining approval to observe children at CYC. All observation reports, both verbal and written, must protect the privacy of children. Observers may not identify the child/children they observe by name.
- As a research facility, CYC supports research on how children develop and learn. Guidelines are in place for the protection and confidentiality of children who participate in research.
- Use of images and video is governed by the Consent for Research/Photo Permission form that is part of the enrollment process. No photos or other media containing children’s images may be used for any other reason than outlined on this form without express parental consent.
- Children’s images may only appear on the CYC website with parental permission. Children will never be identified by name on the website.
• Parents may not post another child’s image, if taken at CYC, on the internet at any time. A staff member may never post a child’s likeness on personal accounts on the web, nor discuss a child by name on social media. This is particularly serious because often in posting media, the rights to that media (including photos) may be permanently forfeited to the web host.

• This policy will be reviewed on an ongoing basis, and revised as necessary to provide for best protection for all. Staff and families will be advised of any changes/updates.
Appendix J

Anti-Bias Policy

We know that a child’s healthy attitude toward others builds upon a positive (not superior) sense of self. But we recognize that impressionable young children can develop “pre-prejudices” (Derman-Sparks, see below) based upon exposure to others’ comments and actions as well as simple misunderstandings of experiences and information.

CYC staff therefore will:

- Ensure that each child’s positive identity is nurtured. Upon this foundation, we believe that children can find, as Derman-Sparks says, “joy” in experiencing the diversity that describes CYC, and in building friendships here.
- Ensure that children are provided opportunities for inclusion in all activities.
- Ensure that children are provided many varying models and experiences which support and acknowledge a respect for all.
- Ensure that all adult's and children's language references to age, gender, religion, ethnicity, ability, and economic status are free from stereotypes. Any references to these characteristics, if made, should be relevant to the situation and free of negative or judgmental labels toward any individual or group.
- Ensure that relevant materials used in all learning domains are carefully selected to reflect the classroom’s particular balance, as well as that of society in general. Furthermore, materials reflect the possibilities inherent in life for all, regardless of age, gender, religion, ethnicity, ability, and economic status.
- Ensure that any child who is the “target” of biased comments or actions is supported, assured, and encouraged to express his/her feelings.
- Ensure that any child’s biased comments or actions or misunderstandings toward “others” are not ignored, but are handled in a sensitive and direct manner, individually or with the group as appropriate or necessary.
- Ensure that all children have opportunities to discuss issues of fairness, particularly as it applies to their own lives at home and school, and then over time, as appropriate, to address the issue in a broader context.
- Ensure that over time, children recognize they have a voice in standing against instances of bias they may experience personally or directed toward others.

Louise Derman-Sparks’ book, Anti-Bias Education, is an exemplary source for further understanding and awareness of this topic, as is the NAEYC brochure, “Teaching Young Children to Resist Bias.” These resources are available for staff and families at CYC.