***New Beginnings Learning Center***

At New Beginnings Learning Center we are much more than just daycare, we’re a learning center. We offer developmentally appropriate programs and specialized curricula for a range of ages, from infants and beyond.

We make sure each child develops at their pace and our dedicated team of professionals will assess each child and provide a detailed update with each stage of development.

**We offer a wide range of services but not limited to:**

* Learning Centers
* Story Time
* Field Trips
* Academic Preparation
* Character Development
* Motor Skills Development
* Individual Development Plans

Our program is designed to be inclusive of all children including those with disabilities, special learning needs, and developmental needs. If a child has an IEP or IFSP we ask that parents provide a copy to ensure that we are incorporating his/her developmental goals as required. We understand the sensitive nature of such documents; therefore we ask that parents submit only specific information from the documents as it relates to the child’s IEP or IFSP.

**Check-In**

Daily check-ins with the provider happen at drop-off. During this time parents have the opportunity to briefly discuss the child’s progression or to answer ask questions that may arise. A formal conference can be arranged by appointment only. Appointments allow us to provide each parent our undivided attention.

**Hours of Operation**

* Monday- Friday 6:30 am - 5:30 pm
* Saturday See provider for details.
* Sunday Closed

**Registration**

There is a **$100.00** nonrefundable registration fee. This registration fee is due at the time of registration and a copy of a valid state identification.

**Rates are quoted for weekly services:**

* 6 weeks – 2 years $275
* 2 years – and older $250
* Saturdays – (see provider)

**Payment**

* Payment is due on **Friday** by close of business (5:30 pm).
* In the event of vacation, illness, or any other circumstance that may lead to the absence of a child, payment can be made early.
* An unpaid balance will result in a child being denied admittance into the learning center.
* No discounts are given if a child is absent.
* We do not offer multi-child discounts.
* We accept the following forms of payment:
* Cash
* Zelle
* Cash App

**Late Payments/Fees**

An additional $5 per minute will be charged for late pickups.

 Late payments must be made in full before your child may return to the learning center.

 Three late payments and or late pickups will result in a voided contract and New Beginnings will no longer provide any services for your child**.**

**Monthly Activity Fee:**

Beginning March 1, 2024, we will be implementing a nominal monthly activity fee of $10 per child. This fee will contribute to funding special-themed characters for parties and events, as well as covering activity fees associated with a variety of engaging and educational experiences for your children.

**Enhancing Your Child's Experience:**

This decision comes from our dedication to providing the best possible environment for learning and growth. The monthly activity fee will directly support the introduction of themed characters that will make parties and events more memorable for the children. Additionally, it will help cover the costs associated with various activities designed to promote creativity, teamwork, and learning through play.

Hiring professional entertainers for themed parties and events.

Covering expenses for special crafts, games, and educational activities.

Ensuring a rotation of engaging and educational experiences for all age groups.

**Holiday Schedule- New Beginnings Learning Center observes the following holidays:**

* New Year’s Day
* Memorial Day
* July 4th
* Labor Day
* Colombus Day
* Thanksgiving Day and the Friday following.
* Christmas Day and the Day after

**Vacation/Sick Leave**

* Provider is allowed two (2) weeks of paid vacation every year. Parents will receive notification at a minimum of six (6) weeks in advance. Allowing parents adequate time to plan and make necessary childcare arrangements.
* The provider is also allowed three (3) paid sick days per year. Parents will be notified by **5 am** on the day if the provider is ill.

**Meals- New Beginnings Learning Center offers:**

* Breakfast
* Lunch
* 1 snack
* Please list all food allergies on the application

**Safety and Injuries**

We make every effort to keep all of our children safe. They are properly supervised and attended to. Minor bumps and bruises are inevitable as children grow, and minor injuries will receive appropriate first aid. In the event of a more serious injury or illness, parents will be immediately notified. If necessary, children will be taken to the nearest hospital for treatment**.**

**Fire Drill**

Evacuation procedures for fire and other emergencies are practiced monthly. When severe weather is in the area, the provider will monitor weather reports and be prepared to transport children to safety.

**Medication and Illness**

For the safety of all children, if a child is sick parents are strongly encouraged to keep the child at home. If a child becomes ill during his/her time in our care, we will contact the parent to have the child picked up immediately. If a child is exposed to a contagious illness the provider will inform all parents and will also send a note home.

**State health regulations require that children with the following symptoms be excluded from care:**

* Fevers over 100 (taken orally)
* Diarrhea (2 or more watery stools in 24 hours)
* Vomiting (2 or more occasions within 24 hours)
* Rash, not associated with diapering, heat, or allergic reactions to medications.
* Sore throat if associated with fever or swollen glands in the neck
* Severe coughing leads to gagging, vomiting, or difficulty breathing.
* Pink Eye
* Untreated scabies or head lice
* Ringworm
* Multiple sores in the mouth with drooling
* Impetigo (skin infection)

**Children must be free of fever, vomiting and diarrhea for 48 hours before returning to child care**

**Transportation**

There are instances when the provider will take children on field trips that may require transporting. *New Beginnings Learning Center* may request that parents provide a car seat on the day of the event. Children must be placed in safety-approved car seats as required by Maryland State Law. Provider carries forms and other pertinent information regarding the child when traveling. In the event of an emergency parents will be notified immediately.

**Initial here for acknowledgement and agreement to transport\_\_\_\_\_\_\_\_**

**Discipline**

Praise and positive reinforcement are effective methods of behavior management for children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Inappropriate behavior will be discussed with the parent. Children will be provided with choices within our environment.

Older children will receive reflection time; this means the child will be separated from the group in a well-supervised area to provide the child the opportunity to regroup and rethink his/or her behavior choices. Reflection time lasts no longer than 1 minute per year of age.

**Opt In/Out Policy**

Provider will occasionally take images and videos of children and post them on social media. We understand that parents may be concerned; we take the safety and well-being of each child very seriously. **Initial here if you DO NOT want images of your child on social media\_\_\_\_\_\_\_\_**

**Trial Period**

*New Beginnings Learning Center* offers a two-week trial period for all families. This allows both the provider and the family to build a relationship and make sure that our services meet the needs of your child.

**Contract Termination**

Termination of this contract can be initiated by the provider or the family by giving two weeks' written notice. Only under extreme circumstances that involve health and safety can this contract be voided immediately.

This agreement between *New Beginnings Learning Center* and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will take effect on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ and will remain in effect until a change is made in writing or until a change is needed at which time it will be reviewed or updated.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We understand that there are plenty of childcare options for you to choose from. We extend our sincerest thanks and appreciation to you for choosing to be a part of the *New Beginnings Learning Center* family.