Welcome to Wor-Wic Community College Child Development Center (WWCCCDC).

Our staff members are extremely pleased that you have selected us to provide quality child care and a stimulating early childhood educational experience for your child. We strive to be purposeful, focused, nurturing, connected, and respectful. The Child Development Center is a college laboratory placement site that provide field experiences to students. The center is accredited by the Maryland State Department of Education (MSDE) and licensed by the Office of Child Care (OCC). We have achieved a Maryland EXCELS Level 5 Rating for quality excellence and we are a member of the Wicomico County Judy Center Partnership. Our partnerships and recognitions give credence to a unique composition of services that are aimed to enhance the developmental growth of children and families.

This handbook is designed to help answer questions you may have regarding our policies and procedure. Within the pages of this booklet you will find important information concerning the center philosophy, goals and enrollment procedures. Please read and refer to the handbook as needed. Feel free to discuss any concerns or questions you may have with the center director or a team member.

“One Hundred Years from Now”

One hundred years from now
It won't matter
What kind of car I drove
What kind of house I lived in
How much money I had in the bank
Nor what my clothes looked like
BUT
The world may be a little better
Because, I was important
In the life of a child.

Author: (excerpt from "Within My Power" by Forest Witcraft)
**Table of Contents**

Our Philosophy, Mission, Goals ................................................................. 4
Our Concept .............................................................................................. 5
Curriculum and Developmental Screening .................................................. 5
Learning Centers ...................................................................................... 5
Cubbies .................................................................................................... 7
Sample Classroom Schedule ..................................................................... 7
Services Offered ....................................................................................... 8
Hours of Operation and Holidays ............................................................. 8
Arrival Times ............................................................................................ 8
Schedule of Sessions ................................................................................ 9
Tuition Rates ............................................................................................ 9
Late Pick-Up/ Late Payments/ Withdrawal Policy ........................................ 10
Withdrawal Policy ................................................................................... 11
Federal Identification Number ................................................................... 11
Child Care Licensure ............................................................................... 11
Parent Involvement .................................................................................. 11
Partnerships ............................................................................................. 12
Visitor/ Sign-in/ Pick-up/ Safety Process .................................................... 12
Parking .................................................................................................... 13
Smoking ................................................................................................... 13
Student Discipline Procedures ................................................................ 13
Appropriate Attire and Belongings for School .......................................... 14
Potty-Training ......................................................................................... 15
Wellness Policy ........................................................................................ 15
Meals ....................................................................................................... 16
Nap/Rest Time ......................................................................................... 16
Enrollment Policy and Procedures ............................................................ 17
Right of Privacy/Social Media .................................................................. 18
Waiting List and Trial Period .................................................................... 18
Unscheduled Closing .............................................................................. 19
Emergency Fire Drills ............................................................................ 19
Emergency Evacuation Process ............................................................... 20
Staff Job Descriptions ............................................................................ 20
Child Abuse and Neglect ......................................................................... 21
Sick Child Policy ..................................................................................... 23
Administration of Medications ................................................................. 24
Emergency Medical Care ....................................................................... 25
Communicable Disease Guidelines ......................................................... 26
Table of Reportable Communicable Disease ........................................... 27
Childhood Immunization Requirements ................................................ 28
Our Philosophy

A child’s day must include personal attention, gentle guidance and developmentally appropriate activities, including reading, math, science, art, music, computer, creative movement, and problem-solving challenges. Each member of our team, every aspect of our program is dedicated to empowering a child to do their best in a rich and stimulating environment.

The Wor-Wic Community College Child Development Center provides childcare of the highest quality, stressing a safe, clean, nurturing, and secure environment. Our professional team is committed to providing a diverse program that balances each child’s intellectual, physical, social, emotional need, and creativity. We believe that early learning is relationship-based. Our fundamental goal is to ensure that children are making progress through a developmentally appropriate program in the domains of cognitive, physical, creative, and social-emotional development.

Children develop at a different pace and possess a wide range of strengths and weaknesses. It is our belief that children learn best through hands-on, stimulating, engaging activities. We are committed to providing a fun, rewarding program with lessons that allow for the use of manipulatives, the exploration of the five senses, and the discovery of a child’s interest. Carefully constructed early education experiences promote exploration, critical thinking, cooperative play, and the development of mutual respect.

Our Mission

The mission of the Child Development Center is to provide quality child care and education services to families. The environment is nurturing, inclusive and culturally diverse. Our mission is to build upon a child’s natural curiosity to create a community of learners to ensure that each child has appropriate developmental, social and emotional skills to prepare them for school readiness and success. The center provide college students with access to laboratory field experience and to empower our team of employees to experience professional and personal growth.

Our Goals

The goals of the Child Development Center are to:

- Provide a caring, safe, nurturing environment;
- Provide a developmentally appropriate curriculum that engages children in activities to promote problem solving, higher order thinking skills and creativity;
- Create an environment conducive for learning and exploration;
- Reinforce positive behavior, self awareness and cooperative skills through the use of praise and positive reinforcement;
- Allow students enrolled in an education program the chance to view and develop appropriate teaching pedagogy;
- Provide a well-rounded daily schedule that addresses all domains of learning and meets the needs of all students enrolled;
- Build a solid foundation between family, school, and community;
- Prepare children entering kindergarten with school ready to learn;
- Maintain a professional early childhood teaching staff; and
- Be a model early childhood program for our local community.
Our Concept

Our program of lively learning is specifically designed for parents who desire significantly more than traditional ‘daycare’ or babysitting for their child. We proudly provide care for children in a highly structured program throughout their busy school day.

The center is located in the Margaret Twilley Jordan Center (JC) on the campus of Wor-Wic Community College. The center is a laboratory training site with observational cameras in each classroom. Early Childhood Education, Nursing, and Occupational Therapy Assistant majors complete field experience, practicum and observations on-site.

The Curriculum

The educational curriculum is an important attribute of the Child Development Center. We understand the importance of developmentally appropriate educational experiences and their role in the success of children as they develop and grow. We believe the early years are the most important learning period in a child’s life because ninety percent of a child’s brain growth happens by age five. School Readiness is fundamental and we are committed to helping children enter school ready to learn.

The core state approved curriculum used for two-three year olds is Creative Curriculum and The InvestiGator Club Inquiry-Based Learning Systems is used for three to five years old. The curriculum combines theme-based learning with fun activities incorporating interactive exercises. We offer a variety of developmentally-appropriate educational activities that help to prepare child development. The teachers and staff at the center will work hard to provide your child with stimulating and engaging learning activities. The staff uses whole and small group instruction within learning centers in an effort to reach all learners. As your child moves from center to center, his or her preschool teacher will act as a guide who will listen to ideas, applaud progress, and motivate your child to envision and think in new ways. Teachers will also use this time to observe each child’s interest, how they develop and interact socially. Creativity in the classroom is supported and encouraged through the use of learning themes or units. While staff observes children, if a need for early intervention arises, a referral to an outside community partner will be given. All children are screened within 60 days of enrollment. Parents’ input is a necessary component of this screening. The screening is used to plan and conduct age developmentally appropriate activities for children. Screenings also help to identify further assessments if needed.

Learning Centers

Your child's preschool classroom is an invaluable teaching tool. The space has been carefully designed to delight, intrigue and inspire young learners. Each classroom is divided into Learning Centers that provide self-guided or directed activities that are realistic and child-friendly. Each center invites your child to explore and marvel at the wonders of the world around him. No matter which area captures your child's interest on a particular day, he/she will be developing important skills. Here are some key examples:
• **Circle Time**
Circle Time is where your child starts their day through meaningful experiences like storytelling, singing songs, show and tell, and matching games. Children learn to express their ideas, associate the written word with the spoken word, and discover their world independently.

• **Art**
Children experience art through the freedom of touching, feeling, pulling, twisting, tearing, pasting, bending, scraping, cutting, pounding, shaping, and so much more. They will enjoy experimenting and creating with various colors, lines, shapes, objects, and sizes while developing and refining small muscle movements. Children gain practice in problem solving, sharpening their powers of observation, and beginning the process of logical thinking, and developing motor skills. Art is a hands-on activity for your child.

• **Music**
Music activities give children opportunities to use their entire bodies for learning and exploring their surroundings, build awareness by listening to the many kinds of sounds, and help children experience the release and freedom of body movement. Children will be encouraged to test their vocal and kinesthetic abilities and to have fun while they are experimenting. We emphasize the enjoyment of participation.

• **Blocks**
The Block Area is where children can stack and count blocks to help them learn measurement, size, weight, and number concepts. They also build hand-to-eye coordination, and develop control of their wrists, hands and fingers. They will develop a respect for working with others and problem-solving skills through trial and error. If a block structure falls, your child might try it a different way until satisfied with the results.

• **Dramatic Play**
We invite children to make believe with dress-up clothes, props and child-sized furniture. They try new careers, learn to share, make friends and express different emotions. Children also learn life skills like turning knobs on and off or buttoning and zipping clothes. This area is changed according to the thematic study during the year to provide firsthand experiences at the grocery store, post office, restaurant, home, hospital, etc.

• **Math**
Children learn sorting and counting skills, putting materials in order and patterning. Math is a way of discovering “same” or “equal” and problem solving. Children begin to count and identify objects, shapes, and patterns. Through manipulating small materials, children will also begin to understand basic concepts such as big/little, large/small, same and different.

• **Science**
Children have the opportunity to have hands-on, real-life activities that encourage sense of discovery through sensory table activities. The activities include splashing water, scooping, pouring; playing with living things, using magnets, magnifiers, sand and water tables.
- **Sand and Water**
  Children have the opportunity to further explore early science and math concepts through the manipulation of sand and water with rakes, scoops, shovels, and sieves. This also allows for increased social connections and practice with new language skills while developing sensory motor intelligence.

- **Computers**
  Use of technology with either computers, tapes or ipads on-site offers an added advantage for increasing flexibility with manipulative objects, social interaction, and problem solving. Preschoolers are introduced to software that initiates play and learning and development of cognitive skills. Most children are curious about computers and will enjoy listening and interacting with storybooks and text.

- **Reading/Writing**
  Children need a quiet place where they can relax and enjoy the wonderful world of literature and to develop fine motor skills. Our center provides an array of books to choose from, writing areas, and story tapes to listen to. Books are age appropriate, within reach, and reflect a variety of cultures and habits around the world. Reading is fundamental everyday and encourages an understanding of spoken, printed text and illustrations.

- **Physical Development**
  Play gives children the opportunity to practice movement skills especially outdoors. To ensure that children learn basic physical skills, adults must intentionally plan gross motor activities such as bending, climbing, jumping, throwing, and dancing. Little muscles get a range of movement options inside, on the playground and during leisurely investigative walks on campus.

**Cubbies**

The staff at the Child Development Center strives to help your child develop independent skills as he/she carries out his/her day. Included in the development of these skills is the assignment of storage cubbies and other daily tasks. The key to your child’s success will be encouragement and confidence in his/her own ability to manage his/her belongings. Students will be encouraged to store “labeled” personal gear, including coats, hats, lunches, sheets, blankets and completed work in the cubbies. Bedding must be taken home at the end of each week for laundering.

**All cubbies must be emptied weekly.**

**Sample Classroom Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am – 8:30 am</td>
<td>Arrival: Free Play</td>
</tr>
<tr>
<td>8:00 am – 8:30 am</td>
<td>Miracle Minutes</td>
</tr>
<tr>
<td>8:30 am – 9:00 am</td>
<td>Theme Based Activities</td>
</tr>
<tr>
<td>9:00 am – 9:30 am</td>
<td>Wash Hands/Clean-up Time/Transition to Breakfast</td>
</tr>
<tr>
<td>9:30 am – 10:00 am</td>
<td>Circle Time</td>
</tr>
<tr>
<td>10:00 am – 10:20 am</td>
<td>Discovery Centers</td>
</tr>
<tr>
<td>10:20 am – 10:45 am</td>
<td>Small Group Activity</td>
</tr>
<tr>
<td>10:45 am – 11:15 am</td>
<td>Campus Walk and Outdoor Play</td>
</tr>
</tbody>
</table>
Services Offered

- Safety and security standards
- Flexible hours 7:30 a.m. to 5:00 p.m.
- Open door policy for parents
- Half-day rates available
- Breakfast, afternoon snack and dinner provided
- Qualified teachers
- Age appropriate curriculum
- State of the art facility

Hours of Operation/Schedule of Session

The Child Development Center is open Monday through Friday from 7:30 a.m. – 5:00 p.m. all year round. During Camp Jordan summer sessions closing is at 5:30 pm for school-age children ages 5-12 year olds. The Child Development Center follows the Wor-Wic Community College operating schedule. This schedule does not follow that of neighboring public schools. Observed holiday closures include:

- New Year’s Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving (Wednesday before and Friday immediately following)
- Winter Break

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:15 am – 11:30 am</td>
<td>Story Telling/Creative Arts Activities</td>
</tr>
<tr>
<td>11:30 am – Noon</td>
<td>Lunch</td>
</tr>
<tr>
<td>Noon – 12:30 pm</td>
<td>Quiet Activity/Dismissal</td>
</tr>
<tr>
<td>12:30 pm – 2:00 pm</td>
<td>Naptime (Students who remain all day and afternoon students)</td>
</tr>
</tbody>
</table>

Arrival Times

To insure that your child receives the full benefit of our early education program, we highly recommend that children arrive by 9:30 am. The formal day begins immediately following breakfast. Children who are present during this time have a better start to their day. Routine morning arrivals ensure less disruption and better learning opportunities for all children. Morning arrivals by 9:30 am, afternoon arrivals by 12:30 pm. See center director for accommodation or call Administrative Associate for late arrivals at 410-334-2962.
Regular Schedule of Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>Monday/Wednesday</th>
<th>Tuesday/Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>7:30 am to 12:30 pm</td>
<td>2-3 Year Old Room 17 students 3/4/5 Year Old Room 18 students</td>
<td>2-3 Year Old Room 17 students 3/4/5 Year Old Room 18 students</td>
</tr>
<tr>
<td>Afternoon</td>
<td>12:30 pm to 5:00 pm</td>
<td>2-3 Year Old Room 17 students 3/4/5 Year Old Room 18 students</td>
<td>2-3 Year Old Room 17 students 3/4/5 Year Old Room 18 students</td>
</tr>
</tbody>
</table>

Summer Camp Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>Monday through Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Day</td>
<td>7:30 am to 5:30 pm 5-12 Year Old Room = 22 students</td>
</tr>
</tbody>
</table>

Tuition Rates

Weekly tuition will be determined based on the days and times at which a child is enrolled. A child may be enrolled either full-time or part-time, depending on the times care is needed and the ‘block’ of time selected. Tuition rates are outlined in the table below.

<table>
<thead>
<tr>
<th>Participant Status</th>
<th>A.M. , P.M. and Evening Block Charge</th>
<th>Full-day Block Charge</th>
<th>Weekly Charge</th>
<th>Summer Program Ages 5 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Students</td>
<td>$12.00 per block</td>
<td>$24.00 per day</td>
<td>$120.00 per week</td>
<td>$135.00 per week</td>
</tr>
<tr>
<td>Full-time WWCC Employees</td>
<td>$13.00 per block</td>
<td>$26.00 per day</td>
<td>$130.00 per week</td>
<td>$135.00 per week</td>
</tr>
<tr>
<td>Community Members</td>
<td>Full-time only</td>
<td>$28.00 per day</td>
<td>$140.00 per week</td>
<td>$145.00 per week</td>
</tr>
</tbody>
</table>

In addition to the above listed tuition rates, a semester Material Fee of $10.00 for part-time and $20.00 for full-time will be assessed for each child. The Material fee is due with all required forms prior to the child’s start date at the Center.
Please be aware of the following policies regarding attendance:

- If a child does not attend due to illness, vacation or other absence parents are still responsible for paying tuition.
- No tuition is charged for holidays that the college is closed.
- If the Child Development Center closes early due to inclement weather, tuition is still charged according to the scheduled rate.
- Tuition rates will be reviewed annually by the college. Rates may be changed with the review and approval of the Wor-Wic Community College Board of Trustees. Any rate changes will coincide with the college fiscal year and take effect each July 1st. Parents will be notified of such changes.

Checks are accepted and should be made payable to: Wor-Wic Community College. Please write your child's first and last name on the check to ensure credit is given to your account.

Payments will be accepted in the Child Development Center and a receipt must always be given. All accounts are billed at the beginning of each month. Timely weekly payments are optional. Tuition payments not received within one week after billing post date will be subject to a $25 late fee. Payment may be made by cash, check, credit card, money order, or Child Care Subsidy voucher (formally Purchase of Care).

If a payment is made by check and a check is returned for insufficient funds, college policy requires the check(s) to be replaced immediately with cash, a cashier’s check or credit card. Further, a $25.00 return check fee will be added to the student/parent account for each check returned for non-sufficient funds.

**Late Pick-Up**

While we understand that situations arise that may delay you, we ask that all children be picked-up according to the posted schedule. This helps to ensure that we are not over limit and that all children in our Center receive the best of care. In the event that you have not picked-up your child a $10.00 late pick-up fee is assessed for every 15 minutes that you are late. The child may not return until payment is made. Please refer to the schedule below to determine late pick-up times and/or to determine any necessary fees.

<table>
<thead>
<tr>
<th>Time/Session</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Session</td>
<td></td>
</tr>
<tr>
<td>Before 12:30 pm</td>
<td>No Fee</td>
</tr>
<tr>
<td>12:30 -12:45 pm</td>
<td>$10.00 Fee</td>
</tr>
<tr>
<td>12:45 -1:00 pm</td>
<td>$20.00 Fee</td>
</tr>
</tbody>
</table>

**Late Payments**

When an account is past due, a final notice is sent to the family by the college Business Office and a $25.00 fee is assessed to the student/parent account. If charges on the final notice, including the late fee, is not paid by the stated deadline, the Child Development Center reserves the right to automatically terminate all enrollment agreements. If an account is not satisfied in a
reasonable time frame, the Business Office will submit the account to the Maryland State Comptroller’s Office for retrieval of funds and the State will also apply a 17% fee to the balance.

**Withdrawal Policy**

If a student withdraws from all courses, they may keep their child enrolled until the end of the term. At the time of withdrawal, the cost will go from student to community rate. A family who has been unenrolled due to a payment situation may re-enroll when the account is paid in full. The family will be offered enrollment when space becomes available according to priority.

The child development center requires a **full two week notice** before withdrawing a child. If proper notice is not given, you will be charged two weeks of tuition. Unpaid balances will be forwarded to the Wor-Wic Business Office for collection.

**Federal Identification Number**

The Wor-Wic Community College Federal Identification Number is **52-1048147**. This is the number needed for tax reporting purposes or to claim reimbursement for dependent care flexible spending accounts. End of year statements for tax purposes are distributed annually.

**Child Care Licensure**

The Wor-Wic Community College Child Development Center is licensed annually by the Maryland State Department of Education - Office of Child Care (OCC). The Center’s license number is **141284**. The OCC Regional Office in Salisbury can be reached at 410-713-3430.

**Parent Involvement**

Few opportunities in life are as rewarding as the chance to make a difference in a child's life. Similarly, few life decisions seem as profound as the ones parents make about the care and development of their children during the times they cannot be with them, either by necessity or by desire. **Communication** is key and especially important between families and our staff. Normal communication should be with the lead teacher. In his/her absence you can always speak with the director. The staff at the Child Development Center recognizes the importance of parent involvement to the education of all children. In an effort to foster the parent/teacher relationship the staff will:

- Encourages all families to join PACT: Parent and Child Time. This is an open door opportunity for parents to engage with their child by way of playing a game, puzzle, general observation, or join us for lunch.
- Take time to explain policies and procedures to parents.
- Provide frequent opportunities for communication through letters, phone calls, and early intervention screening and end of the semester (fall and spring) conferences.
- Work with parent to resolve problem in a positive manner.
- Provide Annual Spring Parent Empowerment Workshops
As a parent of a child enrolled in the Child Development Center you can expect to share in your child's growth through:

- An open-door policy encouraging your participation and observation on a planned or unplanned basis at any time.
- Daily written contact from your child's teacher and opportunities to meet with the center director. Special announcements are posted in the system at check-in/out time.
- Teacher conferences, open house, and resource referrals.
- Newsletters, fliers, and bulletin board announcements about our ongoing activities.
- Any interactions which help us work as a team to address your child's total development, increase his security away from home and supplement the caring he/she receives from their family.
- Advice and counsel, whenever welcomed, based on our staff's professional training, on-the-job seasoning, and experience working with your child.

**Partnerships**

An important part of the early childhood experience is our volunteer program. We welcome volunteers and recognize the valuable contribution they make as members of our school community. If you are willing to share your time and talents and love for children, we welcome you!

**Visitor Sign-In/Pick-up (Safety Processes)**

In an attempt to ensure the safety of all staff and children enrolled in the center, any visitor to the Child Development Center must buzz in to gain access to the Center. This includes Wor-Wic Community College staff, faculty, student observers, and visitors. Parents/guardians are required to use the Biometric ID Pad which is a fingerprint reader for check-in/out prior to gaining access to their child. Your child will only be released to those individuals you list on the enrollment form. Otherwise, a child is only released to those persons listed on the Emergency Form. All visitors are treated as strangers to children and must sign in Log Book at the reception area. The Public Safety team patrols campus to ensure safety. Lecture classrooms located within the Jordan Center do not have access to the center unless it is granted. All employees of the center have had criminal and child protective background checks as well as full medical screenings, and certified in CPR & First Aid. The following procedures are followed when releasing a child from the Child Development Center:

- A child must be signed in and out daily on the computer at the “Sign In/Sign Out” station using the Biometric ID Pad fingerprint reader. If the system is down, a “Sign In/Sign Out” sheet is provided (Mandated State law).
- Authorized persons other than parents must present a photo identification prior to the child being released. Advance notice in writing is needed when someone other than the parent is to pick up a child. Photo identification includes a Wor-Wic Community College student I.D., Maryland (or other state issued) driver’s license, military I.D., etc.
- Other siblings and/or family members under the age of 18 may not sign a student in or out of the building.
- When an authorized person signs a child out from the center, all responsibility for that child is released to the authorized person.
• No child will be released to any person showing a clear sign of drug or alcohol intoxication. The next authorized person will be called to pick-up the child.
• No child will knowingly be released to any person who does not have a proper child restraint system in his/her vehicle. The next authorized person will be called to pick-up the child.

Parking

Please park in the circular drive nearest the Child Development Center when dropping off/picking up your child or when visiting the center.

When parking at the Child Development Center, please turn off the ignition of your vehicle (regardless of weather condition) and remove your keys from your vehicle. Never leave a child alone in your vehicle – even for a moment. It is imperative that all children on campus be supervised at all times. We appreciate your help in keeping our children safe.

Smoking Policy

Wor-Wic Community College enforces a strict smoking policy. To ensure regulations for health and safety of children in our center the Center enforces a strict no smoking policy. Please refrain from smoking cigarettes, cigars, pipes or any other substance in, on or near the Child Development Center. This includes any areas near the entrance, emergency exits, parking lot, playground or building.

Student Discipline Procedures

It is the shared belief of all staff at the Child Development Center that discipline is best handled in a positive, encouraging manner. Part of our goal as an educational facility is to develop and to assist children with the formation and development of self-regulatory skills. This can be achieved through the use of positive reinforcement, establishing and modeling of appropriate behaviors by all staff members, consistency in reaction to behavior and the establishment of a class routine.

The Child Development Center will keep parents informed regarding special or exceptional experiences a child has while at school. We want parents and children to enjoy their time in our facility. Please share information with your child’s teachers if you know that your child may be affected by a situation outside of school (i.e. – lack of sleep, illness of a parent/relative, death of close acquaintance or pet, divorce or separation, family move, etc.). Teachers want to be sensitive to each child’s needs, therefore, providing us with this information will make that task easier. All information shared will be held in professional confidence.

To encourage good behavior staff members will utilize preventative methods as much as possible. These methods will include positive praise, modeling of expected behavior and the implementation of interesting, engaging activities. Further, staff members guide, redirect and discuss all discipline matters regarding students in an effort to help them learn the skills of cooperation, manners, respect and tolerance. In the event that the above methods of instruction are not successful in curbing undesirable behaviors, students are placed in a monitored, age appropriate time-out session and parents are notified of any issues regarding behavior.
The Center staff makes every attempt to regulate any situations as they occur. However, should negative behavior become a regular occurrence, become dangerous to students or staff members, and/or become disruptive to the learning process parents are notified verbally and in writing then a mandatory conference with the parents, center director or any pertinent staff members is scheduled. The purpose of the conference is to formulate a plan to assist the child with his/her behavior. If unruly or disruptive behavior continues after several attempts to modify or correct, the child may be subject to dismissal.

The Child Development Center strives to provide an atmosphere of respect and cooperation by teaching children the value of caring for one another and sharing. In keeping with our philosophy, no item of a violent or aggressive nature is allowed at the Child Development Center. To encourage children to exhibit positive behavior the center recommends the following items **not** be brought to school:

- Weapons – including all toy guns (including water guns), knives, sling shots, swords, switch blade combs, etc.
- Items which are small enough to be considered a choking hazard
- Money
- Gum/candy
- Balls, Bats or other sport equipment
- Aggressive, violent or disrespectful character toys

At no time is staff or parents allowed to use any form of corporal punishment or engage in any form of injurious treatment to children in the Center or the grounds of Wor-Wic Community College. The use of physical restraint at the Center is limited to what may be reasonable and necessary to protect persons on premises from physical danger, obtain possession of a weapon and/or remove a child who is engaging in behavior that hurts or threatens another person, hurts him/herself or is destroying property.

The College reserves the right to give notice of termination of services in the event of parental conduct of a harassing or threatening nature toward staff, parents, children or Wor-Wic Community College administration. The Public Safety team will be notified.

**Appropriate Attire and Belongings for School**

To make these process easier, all involved parties please should observe the following guidelines:

- Dress your child in comfortable, well-fitting clothes with closed toe rubber soled shoes. Please make certain that your child is dressed for whatever weather conditions prevail every day. This includes double-checking for coats, hats, scarves and mittens if necessary. If your child would like to ‘dress up’ please make sure that you are comfortable with the spills and messes that are typical of small children. He/she will more than likely not return home as clean as he/she left.
- **Always** pack a complete seasonal change of clothes each day. This can easily be stored and transported in your child’s back pack.
- All children are encouraged to nap or rest each afternoon. Please bring a crib sheet, a small toddler sized blanket and, if desirable, a small stuffed toy in your child’s backpack or cubby. Please be sure to launder items on a weekly basis.
• Items for birthday celebrations are always welcome and should be store purchased. Each child’s birthday will be recognized by center staff. However, parents are welcome to send in special birthday treats for snack. Parties should be scheduled and arranged with director or classroom teachers. Please inform your child’s teacher several days prior to the event so that appropriate preparations can be made.
• The child’s book bag should include the following items everyday: 1) a complete set of extra clothing, 2) a crib sheet and a toddler size blanket for cots at naptime, and 3) appropriate meal for the day.
• Please label all items that your child brings to school.

Potty-Training

If your child is potty training please send the following items everyday:

• Several pairs of underwear or pull-ups
• Two packs of baby wipes (beginning of each semester or when requested)
• Necessary powder or creams with medication authorization (OCC1216)
• Complete set of clothing including shoes and socks
• Potty training should be a positive experience and a collaborative effort. Potty Training 101 Tips are available.

Wellness Policy

Wor-Wic Child Development Center promotes good health and nutrition to the children in our care. As early childhood professionals we recognize the importance of a proper diet and physical activity. As a participant in USDA’s Child and Adult Food Program (CACFP) which is administered by Maryland State Department of Education School and Team Nutrition Program. The child development center has implemented and established policies and practices that encourage healthy lifestyles in children.

Guidelines:
• Provide healthy meals and snacks, including plenty of vegetables, fruits, and whole grains, that meet the requirements of USDA’s CACFP. Serve and offer 1% milk during all meals. No flavored milk is served to children under 5 years old.
• Do not use food as punishment or rewards.
• Limit sugar consumption, and fat consumption as appropriate for the stage of development.
• Promote physical activity (indoor & outdoor), especially through play, every day. At least 60 minutes of structured and 60 minutes of unstructured physical activity per day to stimulate imagination and growth.
• Teach healthy eating habits through modeling. Introduce new foods and staff will actively participate in physical activities.
• Limit screen time to 1 hour per day including computer time.
• Unlimited servings of water per day.
Meals

Breakfast, afternoon snack and monthly lunches/supper is provided for children. All meals follow MSDE-OCC/ Child and Adult Food Program guidelines for servings and storage. Center will accommodate children with known allergies when preparing meals.

Lunch must be packed and provided by the parent. Staff will assist during scheduled meal times. The center will provide 1% milk with meals and water with snacks. Only 100% juice can be served and no flavored milk. Parents may also feel free to sign their child out and enjoy lunch with them on campus grounds. Those children who do pack a meal should follow the following guidelines:

- Center will refrigerate perishable items when needed
- Do not include ‘heatables’ or lunch items that need to be cooked or reheated;
- Write your child's name, in permanent marker, on his/her lunch bag and any items that need to be refrigerated.
- Due to limited refrigerator space please consider using freezer cold packs or proper thermoses when necessary.
- Limit the inclusion of candies and sweets in your child’s lunch.
- Remember to provide plastic forks and/or spoons for your child as needed.
- Emergency lunches will be provided when needed although a fee will be charged.

In an effort to promote good nutrition for growing bones, muscles and brain tissue our meal lunch policy is geared toward making sure children have healthy foods. Therefore, we encourage the following foods for lunch: sandwiches, fresh or canned fruit, fresh vegetables, yogurt, cheese, pasta, cold cuts, bread products, crackers, raisins, pretzels, cereal mix, rice cakes and salads. We also appreciate fruit and juices that are sent in plastic containers instead of cans. The children have a hard time opening the cans and the lids can become a safety hazard.

WE ARE A 100% PEANUT FREE FACILITY.

This is to ensure the safety of children that are allergic to peanuts and foods containing peanuts. These conditions can result in airway restriction and will require immediate emergency medical care.

Also, please leave other nuts, popcorn and hard candies out of lunches for all children under the age of five. These foods are very dangerous and can lead to choking.

Nap/Rest Time

The Code of Maryland Regulations for Child Care Licensing Manual (section .35) requires that restful, quiet activities should follow normal vigorous play to prevent physical and mental fatigue. In order to meet this requirement, each child is provided with a cot, a crib sheet and blanket is the parent’s responsibility. It is not required that each child sleep but they must remain quiet and still on their cot as to allow other children the opportunity to sleep. Our rest period follows lunch and last until 2:00-2:30 pm every day. Relaxing music is playing during this time to contribute to the restful atmosphere. Also, books are available to those children who choose not to nap; they may instead read quietly on their cots. After rest time, each cot is disinfected to help ensure a healthy school environment. Children sheets and blankets should be laundered weekly by parents.
Enrollment Policy

1. The Child Development Center is open primarily to those students who are currently enrolled at the college. Students may use the center on a prearranged basis while attending class, completing laboratory hours, or researching in one of the campus media centers.
2. Students must provide a current copy of their class schedule, complete an enrollment agreement form, and pay a material fee for each block requested.
3. All blocks reserved regardless of attendance must be paid until an official Withdrawal Request form is received in the child development center to avoid child care tuition charges.
4. A WWCC student who enrolls a child for a semester and does not bring the child to the CDC by the end of the college “Last Day to Drop” will forfeit his/her enrollment space and will be responsible for all child care tuition charges.

- Minimum of 2 full day enrollment for Wor-Wic student and employee children. Full-time enrollment is mandatory for community families.

Wor-Wic Community College does not discriminate on the basis of race, color, gender, sexual orientation, national origin, disability or religion. The College subscribes to full access to all college facilities as outlined in the Americans with Disabilities Act of 1990, and as amended. Children with special needs will be offered enrollment in the Jordan Child Development Center when space is available, individually assessed needs can be met and accommodations can be made.

Enrollment Priorities

In processing applications, enrollment is based on a first come, first served policy as follows:

- **Level 1 Priority**: WWCC students are given first priority. A child with a sibling already enrolled at WWCC CDC is given priority over all other applicants
- **Level 2 Priority**: WWCC standard employees are given second level priority. A child with sibling already enrolled at WWCC CDC will receive priority when space is available.
- **Level 3 Priority**: Community members are given third level priority. A child with a sibling already enrolled at WWCC CDC will receive priority when space is available.

Enrollment Procedures

The Child Development Center must maintain an on-site, confidential, enrollment file for each child. Records must also be maintained regarding state licensing, such as attendance reports, injury reports, health checks, etc. The following registration documents must be completed and in place in your child’s file prior to his/her first day of attendance:

1. Wor-Wic Community College Application for Child Care
2. Parent/Guardian Authorization Form
3. Health Inventory Form, Part I, II and III (OCC 1215)
4. Health Inventory – Addendum (OCC 1215-A)
5. Emergency Form (OCC 1214)
6. Maryland Department of Health and Mental Hygiene Immunization Certificate (DHMH 896)
7. All About My Child Form (OCC 8506)
8. Official copy of Wor-Wic Community College class schedule with a detailed description of study times/lab hours. **Failure to submit a copy of a Wor-Wic Community College registration will change the tuition rate to a community rate.**

9. Parent Handbook Consent Form
10. Photograph/Video/Observation Authorization Form
12. Communicable Disease Summary (DHMH)
13. Brigance Developmental Screen

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**Wor-Wic Community College is not responsible for anything that may happen as a result of false, incorrect or incomplete information provided by a parent or guardian on the Emergency Form or any other documentation given to the Child Development Center.**

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**Right of Privacy**

As authorized by the Family Educational Rights and Privacy Act (FERPA) all records pertaining to students under the age of eighteen must be kept confidential. Therefore, all student records are confidential and will be accessible to Office of Child Care and authorized center personnel only or person(s) who present documentation verifying legal parental rights.

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**Social Media Policy**

Due to the high standards in maintaining the safety and confidentiality of WWCC-CDC’s children, families, and teachers, it is requested that parents photograph their child(ren) only. This includes but not limited to birthday parties, family affairs and etc., unless prior permission is given by the parent or family. The college is immune to personal civil liability and criminal penalty.

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**Waiting List**

WWCC on occasion maintains a waiting list, reflecting the ongoing demand for childcare. Applicants on the Waiting List are contacted when there are openings for enrollment. A visit to tour the center is arranged and enrollment applications must be complete.

- Name of child eligible for enrollment are dated and maintained at the Child Development Center.
- A Waiting List Application must be completed indicating days and hours needed.
- Applications are accepted within 3 months of the beginning semester.
- Enrollment of children from the Waiting List is contingent upon available slots.
- Sibling of a child currently enrolled will be given preference according to their priority level.

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**Trial Period**

Sometimes a child may experience a difficult time adjusting to being separated from the family. Enrollment acceptance into the center may require a ‘tryout period’. At the end of such time, the center reserves the right to accept or dismiss a child from the program if adjustments are not favorable.
Unscheduled Closings

Should a situation arise where the school must close or operate on a delayed schedule an announcement of closing will be made as soon as possible through television, radio and/or the Wor-Wic Community College website.

*Please note that the Child Development Center is only open when the college is open.*

The following media outlets will broadcast such announcements:

- **Computer:** [www.worwic.edu](http://www.worwic.edu)
- **Phone:** 410-334-2800
- **Radio:**
  - WICO FM 97.5/105.9
  - WQHG FM 104.9
  - WWFG FM 99.99
- **Television:**
  - WBOC 16
  - WMDT 47

As a rule – the following guidelines will apply to the Center’s schedule.

*If the college is open,*
the Child Development Center will follow a normal operating schedule.

*If the college is delayed,*
the Child Development Center will open when the college opens.

*If the college is open but daytime classes are cancelled or delayed,*
the Child Development Center will follow a normal schedule.

*If Wor-Wic Community College is closed,*
the Child Development Center is closed.

In situations where an unscheduled event forces the closure of the Child Development Center, Wor-Wic Community College will make every effort to contact parents of all students enrolled at that time. The Center staff will utilize the World Wide Web, telephone, radio and television stations listed above to announce the closure. We will also attempt to contact parents and emergency guardians via telephone. For this reason, it is imperative that all information recorded on the student emergency card be up-to-date and accurate.

**Emergency Fire Drills**

Fire drills are held at the Child Development Center as required by the Fire Marshal and the Office of Child Care. This is done to ensure the safety of all staff and children. All caregivers and staff are trained in safety techniques and emergency preparedness. Tornado and hurricane drills are also held.
Emergency Evacuation Process

In order to ensure the safety of your child while they are attending the Wor-Wic Community College Child Development Center (Jordan Center), we have established an emergency evacuation protocol in compliance with COMAR 13A.16.10 Emergency Safety Requirements.

In the event of a campus threat the Jordan Center will be evacuated and parents will not be able to enter campus. You will receive procedures at time of registration. E2campus and Informacast will be used to inform employees, students, and visitors. Parents are encouraged to register with E2campus to receive alerts and updates. http://www.worwic.edu/e2campus/SignUp

Children are supervised carefully at all times in the Jordan Center. Center staff will be responsible for accompanying children to the designated relocation site and attending to their needs. Center staff will take their emergency classroom procedure information with them that includes attendance sheets and emergency family contact list. In addition, a first aid kit with needed medications and supplies will be available for use in an evacuation.

Staff Job Descriptions

Supporting your child’s learning experience is a well-trained, qualified management team composed of a Center director, senior staff teachers, teaching assistants and an administrative assistant who are all responsible for administration, services, and curriculum.

Each classroom is staffed by one full-time Pre-School Teacher with a background in child development and one Teacher Assistant. Classroom support also includes interns completing educational field experience and practicum.

Per the Office of Child Care all employees of the Child Development Center must have the following information completed and on file prior to beginning working with students:

1. medical evaluation form including a tuberculosis screening;
2. documentation of completion of basic first aid training and cardiopulmonary resuscitation;
3. documentation confirming the completion of all appropriate course work for their position;
4. documentation (by the center director) stating that the employee has been made aware of all safety and discipline procedures;
5. documentation (by the center director) stating that the employee has been made aware of the requirements and procedures for reporting suspected child abuse and neglect (according to Family Law Article 5-704-5-705);
6. a current Federal and State Criminal Background Check and Child Protective Services Clearance.

Center Director
The Center director is responsible for overseeing all aspects of the child care facility. He/she will serve as a liaison between parents and Wor-Wic Community College Child Development Center, supervise and evaluate staff and complete all administrative tasks.
related to center operation and management. Further he/she must have on file, documentation showing that he/she meets or exceeds the following requirements:

1. A bachelor’s degree with completed required courses in early childhood;
2. Completed a minimum of two years experience working under supervision with preschoolers in a licensed child care center, nursery school, church-operated school, parks and recreation program or similar setting;
3. Completed at least 400 hours of experience working under supervision with school age children in a licensed child care center, public or private school, or in a parks and recreation program; and
4. Be at least 21 years old.

**Classroom Teacher**
Lead teachers are in charge of all aspects of their assigned classroom. They are responsible for following the assigned curriculum, implementation of lesson plans/units, daily interaction with parents, classroom discipline, and overall supervision of the classroom. In addition, each lead teacher has met the following minimum requirements:

1. Has an associate or higher degree in early childhood education or related field;
2. Has completed at least 2 years of experience working under supervision primarily with preschoolers in a licensed child-care center, nursery school, church-operated school, parks and recreation program or similar setting;
3. Be at least 19 years old.

**Classroom Assistants**
Classroom assistants are responsible for assisting lead teachers in each classroom. They assist the teacher with a variety of duties and help to ensure the classroom environment is conducive to learning. In addition, classroom assistants must be at least 18 years old, meet OCC requirements and complete 90 hours of child care training.

**Child Abuse and Neglect Policy**

Wor-Wic Child Development Center is committed to providing a working and learning environment that is safe, nurturing, educationally creative, and free from any crime and the fear it may elicit. It is the aim of the child development center to be proactive on Child Protection issues by developing a “zero tolerance” policy and maintaining a process that requires active participation from anyone connected with the child development center.

- All staff, employees, volunteers, and interns that will have contact with children at the child development center are required to sign and notarize a Release of Information (ROI) - (OCC 1260) granting permission to the Office Child Care to examine any files and records of child and adult abuse and neglect in the possession of the State or Local Department of Social Services.
- In addition to a ROI, all employees and interns must complete criminal history records information (CHRI) investigation for the State of Maryland and the Federal Bureau of Investigation through the Criminal Justice Information Systems (CJIS).
- All volunteers and interns that have contact with children must notarize the Consent for Release of Information Background Clearance Request (DHR/SSA 1279) from Child Protective Services; undergo a review of the National Sex Offender Registry and Maryland Judiciary Case Search.
Definitions of Abuse (includes but not limited to)

Child Abuse is the physical, sexual, or mental injury of a child by any person who is responsible for the supervision of that child or by any household or family member. Child Neglect is leaving a child unattended or failing to provide proper care by any parent or person who is responsible for the supervision of that child. This indicates that the child’s health or welfare is harmed or placed at substantial risk of harm. All personnel are knowledgeable and informed of physical and behavioral indicators for sexual abuse, physical abuse, child neglect, and mental abuse.

Sexual Abuse

Sexual Abuse of a child, whether physical injuries are sustained or not, includes any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary custody or responsibility for the supervision of a child or by any household or family member. Sexual abuse includes: incest, rape or sexual offense in any degree, sodomy and unnatural or perverted sexual practices.

Physical Abuse

Abuse is the physical or mental injury of a child by any parent or other person who has permanent or temporary care, custody, or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child’s health or welfare is harmed or at a substantial risk of being harmed.

Child Neglect

Leaving a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care, custody, or responsibility for the supervision of the child under circumstances that indicate that the child’s health or welfare is harmed or placed at substantial risk of harm, or there is mental injury to the child or a substantial risk of mental injury.

Mental Injury

Mental Injury is defined as the “observable, identifiable, and substantial impairment of a child’s mental or psychological ability to function. Indicators of mental injury may include any or all of the behavioral indicators listed above.

Mandatory Reporting

Family Law Article Annotated Code of Maryland mandates the direct reporting of individuals listed below:

- Health Practitioner
- Educator
- Human Service Worker
- Police Officer

Reporting Procedure

Child Protective Services (CPS) at 410-713-3900 (option #1). CPS after hour telephone number is 410-548-8941. Abuse cases should also be reported to the local law enforcement department – Wicomico Sheriff’s Department at 410-548-4890/91
Child Abuse Reporting Requirements

All staff members, substitutes, volunteers and anyone connected with the Child Development Center who has reason to believe that a child has been abused or neglected on the premises of the college or in another setting must report that belief directly to the child protective services unit of the department of Social Services or to a local law enforcement agency. No staff member, substitute, volunteer or anyone connected to the Child Development Center may subject a child to abuse, neglect or injurious treatment. A staff member who fails to report suspicion of child abuse or who engages in the abuse of an enrolled student is subject to termination.

Sick Child Policy

All staff members are trained to recognize the symptoms of many common childhood illnesses. Staff evaluates the health of each child on a daily basis upon arrival at the center and throughout the course of the day. In the event that a child should become ill, he/she will be immediately separated from the other children and placed in the sick room. He/she will be provided with proper supervision while resting and will be required to remain there until a parent/guardian or emergency contact person arrives.

Teachers need to know if a child has taken medicine within the twelve (12) hours prior to arrival at the center. This includes over-the-counter (OTC) medications such as pain relievers and cold medicines. In an emergency situation it becomes extremely important for the staff to have a complete picture of your child at that time. It is equally important that a child not be given a fever reducer immediately prior to attending school. A fever is the main indicator that the body is attempting to fight an illness or virus. An attempt to treat or mask a fever will allow other children to possibly become infected.

Please make alternative care arrangements for your child in the event that your child becomes ill. This will assist us with the further protection of your child’s health and safety. Also, for the safety of your child, please keep the Child Development Center informed of any changes to emergency contact information.

Maryland Department of Health and Mental Hygiene provide a Communicable Disease Summary guide for schools and child care settings. Copies are available for your reference to help you while helping us manage infectious and contagious diseases. The following symptoms will be the basis for determining if a child is required to go home or stay at home due to illness and may require a visit to the pediatrician.

1. **Fever:** Child has a fever of 101 (axillaries temperature/arm pit). Child may not return to school until they are fever free without medication for 24 hours.
2. Child is too tired, too sick or too sedated to participate in regular daily activities.
3. **Diarrhea:** Child has passed 2–3 loose stools within one hour. This child may not return to school until 24 hours have passed without the occurrence of diarrhea. Varies according to causative agent.
4. Severe cough, wheezing, difficult or rapid breathing and/or severe and persistent runny nose.
5. Pink eyes with discharge.
6. Rash with open sores or behavioral change.
7. Symptoms which indicate chicken pox, scabies, impetigo, or strep throat.
8. **Vomiting:** Child has vomited 2 or more times during a 24 hour period. This child may not return to school until 24 hours have passed without visible signs of acute vomiting.

9. Child has head lice, scabies, or other infestation.

10. A child who has been absent due to illness for 3 days or more may not return to the center without first receiving a written statement from the parent or physician stating that the child may return to a regular schedule.

**Note:** Please make sure that your child is well enough to attend school and to fully participate in the Center activities. As a rule of thumb – if your child is well enough to attend school he/she is well enough to go outside and play.

- Please consult the at-a-glance list of communicable disease guidelines on page 26 to assist us in protecting our children or refer to DHMH summary booklet.

**Administration of Medications**

Staff of the Child Development Center administers medication only in emergency situations. Such situations would involve the use of bronchial inhalers or epi pens. Said medications will be kept in a locked cabinet. Parents of any children in need of said medications must have a physician’s authorization and will need to complete all medication authorization forms prior to leaving the medication with staff. Parents will also be responsible for administering trainings on the use of said medications to staff. All other medications will be administered by the parent at the appropriate time. Any medications administered in the Child Development Center must be in the original prescription bottle and have written directions available for review. Anyone having questions or concerns regarding this policy is advised to speak with the center director.

- Medications will be administered in accordance with the MSDE – Office of Child Care regulations (COMAR 13A.16.11 Health).
- Prior written permission from the child’s parent is a requirement. If possible, arrange the time of dosage so the child receives the medication at home.
- Fill out a separate Medication Authorization Form for each prescription or non-prescription drug.

**Prescription Medications**

Medication may not be administered to the child unless:

- A Physician must authorize.
- Parental permission to administer the medication is documented on a completed, signed, and dated medication authorization and on form, provided by the Office that is received at the center before the medication is administered.
- Must be in a container labeled by the pharmacy or physician with the child’s name and expiration date.
- If the medication is a prescription, at least one dose of the medication should have been given to the child at home prior to coming to school.
- The child may receive medication only according to the written instruction of a licensed health practitioner.

**NON-PRESCRIPTION MEDICATIONS**

A child may receive only ONE DOSE PER ILLNESS, except Basic Care items such as: sunscreen, diaper ointments and cream. Parent Authorization is still required.
- Over the Counter (OTC) medications needing more than one dose must have a written order from the health care provider with prescriptive authority and parent written authorization (fever reducers, antihistamines, cough syrups, nose drops, mild cortisone creams, etc.
- A licensed health practitioner must approve the medication and dosage for the child to receive more than one dose.
- Approval from the licensed health practitioner must be in writing (signed Medication Order form) or oral permission given directly to the Center.

**Emergency Medical Care**

Staff members will document all accidents and/or injuries that occur at the center. Parents will always be notified of such occurrences. However, there may be times when the staff feels that a child needs emergency medical attention beyond the basic first aid. A medical release must be signed by all parents/guardians to ensure the proper medical care is provided to children registered at the center in case parents or emergency guardians cannot be reached in a sufficient amount of time. In this situation the following actions will be taken:

- The school will attempt to contact parents/guardians.
- The school will attempt to contact alternative emergency contacts listed on the student emergency form.
- The school will contact Public Safety team on campus.
- The school will contact an emergency medical service through 911. If a child must be transported to Peninsula Regional Medical Center a staff member who is familiar to the child will remain with the child until a parent or authorized emergency guardian takes custody of the child.
- In the case that medical attention is needed the Office of Child Care will also be contacted.

Expenses incurred from an accident, injury, or following emergency procedures are the full responsibility of the child’s family. Wor-Wic Community College assumes no responsibility for such expenses.
<table>
<thead>
<tr>
<th>Disease</th>
<th>Incubation</th>
<th>Estimated Absence from Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox</td>
<td>2- 3 weeks</td>
<td>One week after rash first appears or when all chicken pox lesions have crusted</td>
</tr>
<tr>
<td>Common cold</td>
<td>12 – 72 hours</td>
<td>Variable, 24 hours before to 5 days after</td>
</tr>
<tr>
<td>Conjunctivitis (Pink Eye)</td>
<td>24 – 72 hours</td>
<td>24 hours after start of treatment</td>
</tr>
<tr>
<td>Coxsackievirus</td>
<td>3 – 6 days</td>
<td>Highly contagious.</td>
</tr>
<tr>
<td>Diarrhea (cause unknown)</td>
<td>1 – 7 days</td>
<td>24 hours after symptoms</td>
</tr>
<tr>
<td>German Measles</td>
<td>2 – 3 weeks</td>
<td>4 days after the onset of symptoms</td>
</tr>
<tr>
<td>Herpangina</td>
<td>3 – 5 days</td>
<td>5 days after the onset of symptoms</td>
</tr>
<tr>
<td>Impetigo</td>
<td>4 – 10 days</td>
<td>24 hours after treatment</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>15 – 50 days</td>
<td>Until physician advises return</td>
</tr>
<tr>
<td>Infectious Mononucleosis</td>
<td>2 – 6 weeks</td>
<td>Until physician advises return</td>
</tr>
<tr>
<td>Influenza</td>
<td>1 – 3 days</td>
<td>1 to 7 days if fever is present</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
<td>5 – 11 days</td>
<td>Until nits (eggs) have been destroyed</td>
</tr>
<tr>
<td>Red Measles</td>
<td>10 – 14 days</td>
<td>7 days after appearance of rash</td>
</tr>
<tr>
<td>Ringworm</td>
<td>10 – 14 days</td>
<td>Until placed under treatment</td>
</tr>
<tr>
<td>Scabies</td>
<td>2 – 6 weeks</td>
<td>24 hours after treatment</td>
</tr>
<tr>
<td>Streptococci, Sore Throat, Scarlet Fever</td>
<td>1 – 5 days</td>
<td>All strep infections must be reported. Exclusion from the center and readmission shall be according to the discretion of the center.</td>
</tr>
</tbody>
</table>
## TABLE OF REPORTABLE COMMUNICABLE DISEASE

<table>
<thead>
<tr>
<th>RESPIRATORY</th>
<th>GASTROINTESTINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacterial (spinal) Meningitis</td>
<td>Giardiasis</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Hepatitis A</td>
</tr>
<tr>
<td>German Measles</td>
<td>Salmonellosis</td>
</tr>
<tr>
<td>Haemophilus Influenza Disease</td>
<td>Shigellosis</td>
</tr>
<tr>
<td>Lyme Disease</td>
<td></td>
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<tr>
<td>Measles (rubella)</td>
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<tr>
<td>Meningitis</td>
<td></td>
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<tr>
<td>Mumps</td>
<td></td>
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<tr>
<td>Pertussis (whooping cough)</td>
<td></td>
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<tr>
<td>Rubella</td>
<td></td>
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<tr>
<td>Tuberculosis</td>
<td></td>
</tr>
</tbody>
</table>

### OTHER

- Animal Bites
- Diarrheal (Specific)
- Chlamydia
- HIV/AIDS
- Lice (Body)
- Lyme
- Poliomyelitis
- Rabies
- Rocky Mountain Spotted Fever
- Typhoid Fever

**NOTE:** A case or outbreak must be reported to the Local Health Department immediately by telephone.

The Wor-Wic Community College Jordan Child Development Center will notify parents in writing about the outbreak of a reportable communicable disease to which their child(ren) may have been exposed while in the care of the center.

Refer to communicable disease summary provided by Department of Health and Mental Hygiene (DHMH) that is included with your Jordan Child Development Center application packet.
# Age Appropriate Vaccination Requirements For Children Enrolled In Child Care Programs

Valid 9/01/17 - 8/31/18

Per COMAR 13A.15.03.02 and 13A.16.03.04 G & H

Vaccination requirements are met only by complying with the vaccine chart below.

Instructions: Find the age of the child in the column labeled “Child’s Current Age”. Read across the row for each required vaccine. The number in the box is the number of doses required for that vaccine based on the CURRENT age or grade level of the child. The age range in the column does not mean that the child has until the highest age in that range to meet compliance. Any child whose age falls within that range must have received the required number of doses based on his/her CURRENT age in order to be in compliance with COMAR.

### Vaccine types and dosage numbers required for children enrolled in child care programs

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Child’s Current Age</th>
<th>DTaP/DTp/DT/Td</th>
<th>Polio²</th>
<th>Hib³</th>
<th>MMR²,⁴</th>
<th>Varicella²,⁴,⁵ (Chickenpox)</th>
<th>Hepatitis B²</th>
<th>Pneumococcal Conjugate³ (PCV)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Less than 2 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
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<td>At least one dose given after 12 months of age</td>
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<td>At least one dose given after 12 months of age</td>
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<tr>
<td>Grade Level</td>
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<td>Kindergarten</td>
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<td>DTaP/DTp/DT/Td</td>
<td>Polio²</td>
<td>Tdap⁶</td>
<td>MMR²,⁴</td>
<td>Varicella²,⁴,⁵ (Chickenpox)</td>
<td>Hepatitis B²</td>
<td>Meningococcal</td>
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<td>Grade 1, 2 &amp; 3</td>
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<td>1 or 2</td>
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<td>11 - 12 Grade</td>
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<td>1 or 2</td>
<td>3</td>
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*See footnotes on back*

**Chart is for use by child care facility operators only to assess age appropriate immunization status**

Maryland Department of Health & Mental Hygiene

Center for Immunization

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