WOR-WIC
COMMUNITY COLLEGE

Child Development Center
License #141284

PARENT HANDBOOK

POLICIES AND PROCEDURES

Jordan Center
32000 Campus Drive
Salisbury, MD  21804

410-334-2962

2018 – 2019

Amended 9/2018
# Table of Contents

Welcome ........................................................................................................... 3
Our Philosophy .............................................................................................. 4
Center Mission and Goals ............................................................................. 4
Our Curriculum .............................................................................................. 5
Developmental Screening and Inclusion Policy ............................................ 5
Learning Centers .......................................................................................... 5
Cubby Area .................................................................................................... 7
Classroom Schedule ..................................................................................... 7
Services Offered ........................................................................................... 8
Hours of Operation and Holidays ............................................................... 8
Arrival Times ................................................................................................. 8
Tuition Rates and Attendance ..................................................................... 9
Late Pick-Ups and Late Payments ............................................................... 10
Withdrawal Policy ......................................................................................... 10
Federal Identification Number .................................................................... 10
Child Care License Number ........................................................................ 11
Parent Engagement ....................................................................................... 11
Partnerships .................................................................................................. 12
Visitor/ Sign-in/ Pick-up/ Safety Process ...................................................... 12
Parking ......................................................................................................... 12
Smoking ........................................................................................................ 12
Student Discipline Procedures ................................................................... 13
Appropriate Attire and Belongings for School ........................................... 14
Potty Training ............................................................................................... 14
Wellness and Nutrition Policy .................................................................... 15
Naptime Policy .............................................................................................. 15
Enrollment Policy ......................................................................................... 16
Enrollment Procedures and Custody Agreements ....................................... 17
Right of Privacy ............................................................................................. 17
Social Media ................................................................................................ 18
Waiting List and Trial Period ....................................................................... 18
 Unscheduled Closing ................................................................................... 18
Fire Drills and Emergency Evacuation Process ........................................ 19
Staff Job Descriptions ................................................................................ 19
Child Abuse and Neglect Policy ................................................................. 20
Sick Child Policy .......................................................................................... 20
Administration of Medications .................................................................... 21
Emergency Medical Care .......................................................................... 22
Communicable Disease Guidelines ........................................................... 23
Table of Reportable Communicable Disease .............................................. 24
Childhood Immunization Requirements ..................................................... 25
Welcome to Wor-Wic Community College Child Development Center (WWCCDC)

We are extremely pleased that you have selected us to provide quality childcare and a stimulating early childhood educational experience for your child. As members of the National Coalition for Campus Children’s Centers, we strive to be purposeful, focused, nurturing, connected, and respectful. The Child Development Center is a laboratory placement site offering field experiences, practicum and student observations in the classrooms. The center accreditation is with Maryland State Department of Education (MSDE) and licensed through the Division of Early Childhood - Office of Child Care (OCC). We have achieved a Maryland EXCELS Level 5 rating for quality childcare and early education. Our community and State partnership recognitions give credence to a unique composition of services intended to enhance the developmental growth of children and family engagement.

This handbook is available to help answer questions you may have regarding our policies and procedures. You will find important information concerning the center philosophy, goals and enrollment procedures. Please read and refer to the handbook as needed. Call to schedule a tour of the facility. Feel free to discuss any concerns or questions you may have with the center Director.

“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)
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 and every aspect of our program is dedicated to empowering a child to perform 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. The staff 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 all domains: Social Foundations, Language and Literacy, Mathematics, Physical Well-Being and Motor 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, and 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. We are a center of inclusion for all.

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 independent and confident learners. Our desire is to ensure that each child has appropriate developmental, social and emotional skills to prepare them for school readiness and success. We proudly provide care for children in a highly structured program throughout their busy school day. College students have access to complete laboratory field experience and observations. Team members are empowered with ongoing professional development and opportunities for 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.
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 kindergarten ready to succeed.

Core State approved curriculum used for two-three year olds is Frog Street Toddler Curriculum and The InvestiGator Club Inquiry-Based Learning Systems is used for three to five year olds. The curriculum combines theme-based learning with fun activities incorporating interactive exercises. Teachers and staff work together to provide children with stimulating and engaging learning activities. The staff use 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 monthly themes and study units.

BRIGANCE SCREENING: All children are screened within 60 days of enrollment. Parent input is a necessary component of this screening. The results are used as a guide to plan and conduct developmentally appropriate-age activities. Screenings also help with early identification and intervention for additional assessments. Early intervention that requires a specialist for a behavior or therapeutic plan will be referred to a partner agency that will support the family for a positive outcome. Parents must give consent for collaborative services to begin. The child development center cannot condone or be a participant of child negligence when it is determined or evident that a child has a learning or behavior issue requiring attention.

Inclusion in the Classroom

The team recognize and respect the uniqueness of all persons and will build an inclusive classroom. Our ultimate goal is to help assist all children and families to participate fully in our program, including children with identified disabilities and special learning and development. The teachers and Director work to develop relationships with consultants who are working with children and families outside the center. With parental permission, the center will provide a room for agencies to observe or work with a child.

Learning Centers

Your child's preschool classroom is an invaluable teaching tool. The physical environment is 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 their 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 while building listening muscles.

- **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.

• **Computer Technology**  
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.

**Cubby Area**  
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 is sent 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>
</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 to applicable families
- Breakfast, afternoon snack and special luncheons provided
- Qualified and Credentialed 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

Arrival Times
To insure that your child receives the full benefit of our early education program, we highly recommend that children arrive by 9:00 a.m. for breakfast. 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 and afternoon arrivals by 12:30 pm. See Director for accommodations or call Administrative Associate for late arrivals at 410-334-2962.
## Tuition Rates

<table>
<thead>
<tr>
<th>Participant Status</th>
<th>WEEKLY TUITION CHARGE</th>
<th>PARTIAL DAY BLOCK CHARGE 7:30 am - 12:30 pm 12:00 am – 5:00 pm</th>
<th>FULL-DAY BLOCK CHARGE</th>
<th>SEMESTER MATERIAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Students</td>
<td>$135.00 per week</td>
<td>$15.00 per block</td>
<td>$30.00 per day</td>
<td>$10.00 Part-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20.00 Full-time</td>
</tr>
<tr>
<td>WWCC Employees</td>
<td>$145.00 per week</td>
<td>$17.00 per block</td>
<td>$34.00 per day</td>
<td>$10.00 Part-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20.00 Full-time</td>
</tr>
<tr>
<td>Community Members</td>
<td>$155.00 per week</td>
<td>Full-time only</td>
<td>Full-time only</td>
<td>$30.00 Full-time</td>
</tr>
</tbody>
</table>

A Material Fee is charged for every child and is due with all required forms prior to enrollment.

### Summer Camp Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>June - August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Student/Employee Tuition</td>
<td>$165.00</td>
</tr>
<tr>
<td>Community Members</td>
<td>$175.00</td>
</tr>
<tr>
<td>Days of Operation</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Time</td>
<td>7:30 – 5:30 pm</td>
</tr>
</tbody>
</table>

NO PART-TIME RATES

Please be aware of the following policies regarding ATTENDANCE:

- If a child does not attend due to illness or other absence, parents are still responsible for paying tuition.
- One week per year tuition waiver can be granted when a 2 week written request is submitted to the center Director.
- No tuition is charged to accounts for any holiday 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.
- Wor-Wic Community College Board of Trustees review tuition rates annually. Rates may change after review and approval. All rate changes will coincide with the college fiscal year and take effect each July 1st. Parents are notified of all changes in advance.

Tuition is posted to accounts at the beginning of each month. Tuition payments not received within one week after billing post date will be subject to a $25 late fee. 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.
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, an additional $35.00 return check fee will be added to the 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 ratio coverage and that all children in our Center receive the best of care. In the event that you have not picked-up your child on time, a $10.00 late pick-up fee is calculated for every 15 minutes you are late. The child may not return until payment is received. 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>Late Fee Amount</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>5:00 pm – 5:15 pm</td>
<td>$10.00 fee</td>
</tr>
</tbody>
</table>

**Late Payments**

Past Due Accounts will be assessed $25.00 within one week from payment due date. The Child Development Center reserves the right to terminate enrollment agreements. If an account goes into default, a final notice is issued to the family by the college Business Office and an additional $25.00 fee is assessed to the student/parent account. If charges on the final notice, including the late fee is not satisfied within a reasonable timeframe, the Business Office will forward the account to the Maryland State Comptroller’s Office for collection of funds and the Comptroller’s Office will also apply a 17% fee to the balance.

**Withdrawal Policy**

If a student withdraws from all courses, their child remains enrolled until the end of the term. At the time of withdrawal, the cost will increase from student rate 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 two-week notice in advance of a child’s last day. If proper notice is not given, you will be charged two weeks for tuition. Unpaid balances are forwarded to the Wor-Wic Business Office for collection.

**Federal Identification Number**

The Wor-Wic Community College Federal Identification Number is 52-1048147. This number is used for tax reporting purposes and to claim reimbursement for dependent care flexible spending accounts. End of year statements for tax filing is mailed annually to families.
Child Care License Number
The center’s license number is **141284** through the Maryland State Department of Education - Office of Child Care (OCC), Regional Office 9 in Salisbury, MD. They can be reached at telephone number 410-713-3430. Additional information about Regulated Child Care can be located at: [https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/parentbrochuresdecember2007.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/parentbrochuresdecember2007.pdf)

Parent Engagement
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 center Director. The staff at the Child Development Center recognizes the importance of parent involvement to the education of children. In an effort to advance parent engagement, the center invites families to engage, connect and learn 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, reading, general observation, or join us for lunch or a special activity.
- Host Back to School Night, open house, and family engagement resources.
- Take time to bring clarity to policies and procedures.
- Provide frequent opportunities for communication through parent newsletters, phone calls, e-mail, Procare notifications, and surveys.
- Offer early intervention screening, parent conferences (fall and spring) conferences, and learning parties.
- Work with parent to resolve concerns in a positive manner.
- Provide annual Parent Empowerment, Active Parenting Workshops and family literacy activities.

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 Director. Special announcements are posted on parent board and 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.
- Communications that 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.
- Guidance and counsel, whenever welcomed, based on our staff's professional training, knowledge and prior experience working with children.
Partnerships
An important part of the early childhood experience is our volunteer programs and partner collaborations. 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, 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 authorization or Emergency Form. All visitors are treated as strangers to children and must sign the Log Book at the reception desk. The Public Safety team patrols campus daily to ensure building 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. If “hazard cones” are out and children are present – please use an available parking space. 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 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 and 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.

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 influenced 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 situation. Therefore, providing us with pertinent information will help our understanding when adjustments are necessary. Information given in confidence will remain as such.

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 and engaging activities. Further, staff will guide, redirect and discuss all discipline matters regarding students in an effort to help them learn the skills of cooperation, manners, mutual 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 “pause session” and parents are notified of any issues regarding behavior. Pause session breaks include: quiet center, meditation breathing, blowing out your candle, or Tucker Turtle activities.

The Center staff makes every attempt to regulate 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. Followed by a mandatory conference with the parents, center Director or any pertinent staff member. 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, a child may be subject to dismissal.

The Child Development Center strives to provide an atmosphere of mutual respect and cooperation by teaching children the value of caring for one another and sharing. In keeping with our philosophy, the center does not permit items of a violent or aggressive nature. To encourage children to exhibit positive behavior the center recommends the following items **not** be sent to school:

- Weapons – including all toy guns (including water guns), knives, slingshots, 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 of any warranted incident.

Appropriate Attire and Belongings for School
Play is the child’s work. Children should be dressed appropriately for their work. 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 backpack. LABEL everything!
- 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 the 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 and Nutrition 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 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 reward.
- 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, an afternoon snack and monthly lunches/supper is provided. All meals follow Maryland licensing and USDA Child and Adult Food Program (CACFP) guidelines for servings and storage. The Center will accommodate children with known allergies when preparing meals.

This institution is an equal opportunity provider.

Lunch is 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-out their child to 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 policy is focused towards 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.

Napt ime Policy

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, cot are disinfected to help ensure a healthy school environment. Parent should launder sheets and blankets weekly.

Enrollment Policy

1. The Child Development Center is open primarily to those students currently enrolled at the college. Students may use the center on a prearranged basis while attending class, job assignments, 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 provide the material fee required.
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 childcare 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 childcare tuition charges.

- Minimum of two 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 (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973. We are a center of inclusion for all. Children with a special need is offered enrollment in the Jordan Child Development Center when space is available. Accommodations will be considered on an individual basis.
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 a 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 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 Family Form
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.**

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.

**Custody Agreements**

Families must inform the center Director of any custody agreements involving children enrolled. A copy of the agreement must be provided at the time of enrollment and with any subsequent change to the agreement. Without a custody agreement on file, the center cannot prevent a parent (custodial or noncustodial) from picking up a child.

**Right of Privacy**

As authorized by the Family Educational Rights and Privacy Act (FERPA) all records pertaining to students under the age of eighteen is confidential. 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.
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.

Waiting List
WWCC on occasion maintains a waiting list, reflecting the ongoing demand for childcare. A non-refundable Administrative Fee of $25.00 is required. Applicants on the Waiting List are contacted when a space becomes available for enrollment. Enrollment application must be completed and a visit to tour with the Director should be scheduled with the Administrative Associate.

- A Waiting List Application must be completed indicating days 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.

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 sign up for campus alerts: https://worwic.omnilert.net/subscriber.php

Please note that the Child Development Center is open when the college is open.
The following media outlets will broadcast such announcements:

Computer: 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.

Fire Drills and Emergency Operation Plan
Fire drills are conducted monthly 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. School drills for tornados, hurricanes and Emergency Operation Plan (EOP) are also conducted.

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 emergency or threat, the Jordan Center will be evacuated and parents will not be able to enter campus. You will receive procedures at time of registration. The campust alert system - Omnilert will be used to inform employees, students, and visitors. Parents are encouraged to register with Omnilert to receive alerts and updates.

https://worwic.omnilert.net/subscriber.php

Children are supervised 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/Aide. 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.

**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:

**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 of 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 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. 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 can 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 childcare 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 able to fully participate in 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 25 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 for 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) medication 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 at a hospital is required, 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.
## COMMUNICABLE DISEASE GUIDELINES

<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>Coxsackie Virus</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>
</tr>
<tr>
<td>Measles (rubella)</td>
<td></td>
</tr>
<tr>
<td>Meningitis</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
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<tr>
<td>Pertussis (whooping cough)</td>
<td></td>
</tr>
<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 9/01/18 - 8/31/19**

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.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>DTaP/DTP/DT/Td¹,²</th>
<th>Polio³</th>
<th>Hib³</th>
<th>Measles, Mumps and Rubella⁴</th>
<th>Varicella²,³,⁵ (Chickenpox)</th>
<th>Hepatitis B²</th>
<th>Pneumococcal Conjugate (PCV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s Current Age</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>2 - 3 months</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4 - 5 months</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>6 - 11 months</td>
<td>3</td>
<td>3</td>
<td>At least one dose given after 12 months of age</td>
<td>1</td>
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<td>Grade 7, 8, 9, 10 &amp; 11</td>
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<td>Grade 12</td>
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<td>1 or 2</td>
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</tbody>
</table>

* See footnotes on back

**CHART IS FOR USE BY CHILD CARE FACILITY OPERATORS ONLY TO ASSESS AGE APPROPRIATE IMMUNIZATION STATUS**

Maryland Department of Health

Center for Immunization

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