



Child Development Center

License #141284

Parent Policies and Procedures Handbook 2025 - 2026



Jordan Center
32000 Campus Drive
Salisbury, MD 21804
Phone: 410-334-2962
Fax: 410-572-8774



Table of Contents

Section 1 – Our Program

Welcome	4
Our Philosophy	4
Center Mission and Goals	5
Nondiscrimination Statement.....	5
Right of Privacy.....	5

Section 2 – Program Quality

Accreditation	5
Child Care License Number.	5
Federal Identification Number	6
Maryland Excels	6
Partnerships	6
Staff Requirements	6

Section 3 - Curriculum and Assessment

State Approved Curriculum	6
Assessments	7
Brigance Screening	7
Learning Centers	7

Section 4 – Classroom Operation

Attendance	9
Arrival Times	9
Services Offered.....	9
Schedule of sessions.....	9
Hours of Operation and Holidays	9
Unscheduled Closings and Omnilert.....	10

Section 5 – Enrollment and Tuition

Custody Agreements	11
Enrollment Policy	11
Appropriate Attire and Belongings for School.....	11
Trial Period	12
Withdrawal Policy	12
Tuition Rates.....	12
Late Payments	13
Late Pick-Ups.....	13

Section 6 – Health and Wellness Policy

Child Abuse and Neglect Policy	13
Administration of Medications.....	14
Asthma Friendly.....	14
Sick Child Policy	15
Communicable Disease Guidelines	16
Reportable Communicable Disease	17
Requirements for Vaccinations.....	18
Nutrition and Meals Policy and Screen Time Policy	20

Section 7 – Parent Communication

Expulsion	21
Naptime Policy.....	22
Potty Training... ..	22
Social Media	22
Parent Engagement and Parent Involvement.....	22
Parent Concerns/Complaints	22

Section 8 - Safety and Security

Emergency Evacuation Process	23
Omnilert	23
Fire Drills and Emergency Evacuation Process.	23
Emergency Medical Care.....	23
Smoking.....	24
Visitor/ Sign-in/ Pick-up/ Safety Process.....	24
Maryland Infants and Toddlers Program Brochure.....	25

Section 1 – Our Program



Welcome

Wor-Wic Community College Child Development Center opened the Margaret Twilley Jordan Center in August 2006. We are pleased that you have selected us to provide quality childcare and a stimulating early childhood educational experience for your child. We serve children ages 2 to 5 year-round and ages 5 to 8 during our summer camp program. In partnership with Wicomico County Public Schools, we offer a pre-kindergarten program for children ages 3 and 4 years old. The center can support 64 children total and is committed to satisfying the diverse needs of families within the community. We also partnership with Wor-Wic Community College for laboratory placements offering field experiences, practicums, and student observations in our classrooms.

Our Philosophy

Our program emphasizes learning though engaging child directed play, fostering holistic development in areas such as social emotional, cognitive, and physical skills. Every child is unique, and it is our belief that they learn best through hands-on, stimulating, and engaging activities. A child's day must include personal attention, gentle guidance, and developmentally appropriate activities in all domains of learning. We are committed to providing a fun, rewarding program that allows for the use of creativity, imagination, exploration, cooperative play and a love for learning though hands-on experiences. Every member of our team and every aspect of our program is dedicated to empowering a child to perform their best in a safe, clean, nurturing, and a stimulating environment.

Our Mission

The mission of the Child Development Center is to provide quality childcare 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, practicums, and observations in our Center. 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 college students enrolled in an education program the opportunity to observe developmentally appropriate teaching practices;*
- *Provide a well-rounded daily schedule that addresses all domains of learning and meets the needs of all children enrolled;*
- *Build a solid foundation between family, school, and community;*
- *Prepare children entering kindergarten with school readiness skills;*
- *Maintain a professional early childhood teaching staff; and*
- *Be a model early childhood program for our local community.*

Nondiscrimination Policy

Wor-Wic Community College does not discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability, income level, limited English proficiency or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and the terms and conditions of employment.

Right of Privacy

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

Section 2 – Program Quality

Research has proven that a child's brain is developed from birth to five years. The early years play a fundamental role to influence future school success. Quality programs meet established standards, are evaluated regularly, and seek continuous improvement. We strive to be purposeful, focused, nurturing, connected, and respectful as an integral part of higher education.

Accreditation and License

The center accreditation process is voluntary with the Maryland State Department of Education (MSDE). We are licensed through the Division of Early Childhood - Office of Child Care (OCC). Identification number is #141284.

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.

Maryland Excels is a voluntary Quality Rating and Improvement System (QRIS) that awards ratings to childcare and early education programs based on nationally recognized standards and best practices in key areas: Compliance, Professional Development, Accreditation, Developmentally Appropriate Activities, and Administrative Practices. 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.

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!

Staff Requirements

Supporting your child's learning experience is a well-trained, qualified management team composed of a Center Director, Pre-K Teachers, Pre-K Teacher Assistants, Child Care Teachers, Child Care Aides, and an Administrative Associate. All staff have been approved by the Office of Child Care, completed a physical and criminal background check. As a laboratory site for the college's education and nursing courses, the Center is also supported by interns completing field experience, practicum, and observations.

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 to work with children:

- medical evaluation form,
 - documentation of completion of basic first aid training and cardiopulmonary resuscitation,
 - documentation confirming the completion of all appropriate course work for their position,
 - documentation (by the Center Director) that the employee completed OCC Orientation and has been made aware of all safety and discipline procedures,
 - documentation (by the Center Director) 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,
 - a current Federal and State Criminal Background Check and Child Protective Services Clearance.

Section 3 – Curriculum and Assessment

State Approved 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. 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.

- The State-approved curriculum used in our two-year-old room is Frog Street Toddler. It is designed around the latest early brain research and includes 52 weeks of activities created specifically for little ones 18-36 months old. The program is designed to equip caregivers to foster essential growth, meet the needs of all learners, and embrace the joy of learning each day.



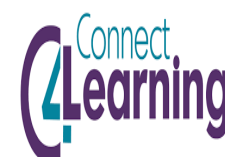
- The State-approved curriculum used in our three- to five-year-old room is Frog Street Pre-K (FSPK) a curriculum which combines theme-based learning with fun activities incorporating interactive exercises. Teachers work to provide children with stimulating and engaging learning activities.



- The State-approved curriculum used in our Pre-K3 room is Frog Street Threes which is a preschool curriculum that meets the unique needs of three-year-olds and provides intentional instruction in key areas of development.



- The State-approved curriculum used in our Pre-K4 room is Connect4Learning Curriculum. The Pre-K Curriculum is a research-based, interdisciplinary curriculum that is comprised of six units and 32 weeks of learning centers and lessons.



Assessments

Various tools such as Early Learning Assessments (ELA) and Ages and Stages Questionnaire (ASQ-SE) are used to assess, screen, and measure school readiness in four domains: social foundations; language/literacy, mathematics, and physical well-being and motor development. Assessments are used to inform instruction, monitor progress, interventions, family engagements, and sharing during parent conferences.

Brigance Developmental Screening

Brigance is a developmental screening and assessment tool used to evaluate a child's skills and behaviors across various domains, including physical, language, academic, and adaptive development, to assess school readiness and identify potential delays or strengths. All children in childcare rooms JC104 and JC109 are screened within 60 days of enrollment. Screenings also help with early identification and intervention for additional assessments or referral.

Learning Centers

Your child's preschool classroom is an invaluable teaching tool. Each classroom is divided into *Learning Centers* that provide child lead activities.

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

In the art center is where children engage in creative activities such as drawing, painting, constructing, and other forms of artistic expression. Art encourages children to explore their imagination, develop fine motor skills, and express their emotions.

Music

In the music center there is a variety of instruments and materials that allow children to explore rhythm, melody, and sound in a hands-on and interactive way. The purpose of the music center is to encourage creativity, self-expression, and auditory development through play.

Block Area

The block center is a designated area where children can engage in block play, fostering creativity, problem-solving, and social skills through building and manipulating blocks.

Dramatic Play

A dramatic play center, also known as a pretend play or make-believe area, is a designated space where children can engage in role-playing, act out scenarios, and use their imaginations to create and explore their own ideas.

Math and Manipulatives

The math center is a designated area in the classroom where children can engage in hands-on, play-based learning activities to explore and practice math concepts and skills such as counting, sorting and patterning. The manipulative center provides a variety of hands-on materials, like puzzles, small blocks, and games, to support the development of fine motor skills, spatial awareness, and mathematical concepts.

Science

The science center is a designated area or space within a classroom where children can engage in hands-on, inquiry-based learning activities using tools such as mirrors, sensory bottles, microscopes and binoculars.

Sensory Table

The sensory table is a designated area, filled with various materials that stimulate and engage a child's senses, promoting exploration, learning, and development through hands-on play. The table encourages children to use their senses/touch, sight and sometimes smell or hearing to explore various textured items.

Reading/Writing/Listening



Children need a quiet place where they can relax and enjoy the wonderful world of literature and develop fine motor skills. This area provides a genre 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 every day 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.

Section 4 – Classroom Operation

Attendance

Regular attendance matters. It is an important factor in a child's social and cognitive development. When children are absent, they often miss foundational skills to build on for the next level. Studies show that attending a high-quality early learning program strengthens school readiness and long-term academic performance. We encourage regular attendance. There are no discounts or refunds for absent days. The full tuition must be paid regardless of child's attendance.

Arrival Times

To ensure that your child receives the full benefit of our early education program, arrival time is 9:30 a.m. unless for medical or emergency situations. The formal day begins immediately following breakfast which begins at 9:00. Children who are present during this time have a better start to the day. Routine morning arrivals ensure less disruption and better learning opportunities for all children. See Director for accommodations or call Administrative Associate for late arrivals at 410-334-2962.

Childcare Services Offered

- Safety and security standards
- Flexible hours 7:30 a.m. to 5:00 p.m.
- Open door policy for parents
- Breakfast and afternoon snack
- Qualified and credentialed teachers
- Age-appropriate curriculum
- Pre-Kindergarten Classrooms for 3-4 year olds (8:30 a.m. to 3:30 p.m.)



Hours of Operation/Schedule of Sessions

The Center is open for childcare Monday through Friday from 7:30 a.m. – 5:00 p.m. year-round.

Wicomico County Public Pre-K 3 & 4 is offered 8:30 a.m. – 3:30 p.m. Monday through Friday and follows the WPS academic calendar, early dismissals and closings.

Summer Camp Jordan is available 7:30am – 5:00pm for ages 5 -8 year-olds.

The Child Development Center follows the Wor-Wic Community College operating schedule. The childcare schedule does not follow the county public school's calendar. Observed **holiday closures for the college and childcare** include New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Wednesday-Friday and the December Holiday Break (specific dates will vary each year). Families are not responsible to pay for the December Holiday Break. All other holiday closings, and unplanned campus closures, must be paid.

Unscheduled Closings

The Child Development Center is open when the College is open.

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

Should a situation arise where the Child Development Center must close or operate on a delayed schedule, an announcement of closing will be made as soon as possible through local television stations, the Wor-Wic Community College website, and the Omnilert notification system. Families are encouraged to sign up for Omnilert, the college's integrated emergency notification system.

<https://www.worwic.edu/services-support/public-safety/campus-alerts/>

The following media outlets will broadcast such announcements, in addition to the college's social media pages. www.worwic.edu Phone: 430-334-2800
Television: WBOC 16 and WMDT 47

In situations where an unscheduled event forces the closure of the Child Development Center, the Center staff will make every effort to contact parents of all students enrolled at that time. Staff will utilize email, the website, telephone and television stations listed above to announce the closure. We will also attempt to contact parents and emergency guardians via Class Dojo and telephone. For this reason, it is imperative that all information recorded on the student emergency card be up-to-date and accurate. If the Child Development Center closes due to schedule holidays, unplanned closures or early dismissal, then tuition is still charged for the full day.

Section 5 – Enrollment and Tuition

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.

Enrollment Policy

1. The Child Development Center is open primarily to provide childcare for Wor-Wic Community College students currently enrolled in courses. Children of our college students receive priority placement; however, spots fill up quickly so children should be registered on the waiting list as early as possible.
2. Enrollment priority is given first to Wor-Wic students, second to children of Wor-Wic employees, then to grandchildren of Wor-Wic employees, then to families of the community.
3. A minimum of three days of enrollment per week is required for Wor-Wic students. Full-time enrollment of five days per week is required for employees and community families.
4. Students must provide a current copy of their course schedule, complete an enrollment agreement form, and pay the material fee required.
5. All days registered, regardless of attendance, must be paid until an official Withdrawal Request form is received in the Child Development Center to avoid childcare tuition charges.
6. A Wor-Wic student who enrolls a child for a semester and does not bring the child to the CDC by the end of the College's "Last Day to Drop" will forfeit their enrollment space and will be responsible for all childcare tuition charges up until that date.
7. Wor-Wic students who need financial assistance to cover the cost of childcare should reach out to Melanie Windsor, CCAMPIS (Child Care Access Means Parents in School) Advisor, to see if they qualify. mwindsor@worwic.edu or 410-334-2819

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.

Appropriate Attire and Belongings for School

- Dress your child in comfortable, well-fitting clothes with closed toe shoes. Please make certain that your child is dressed for the daily weather conditions. Please keep in mind when dressing your child that we do a lot of fun and engaging activities that may get messy.

- Children enrolled in our childcare program need to have (3) complete changes of clothing including a pair of shoes. These can be stored in a labeled zip lock bag in your child's cubby. Please label everything with your child's name.
- Children enrolled in our Wicomico County Public School's Pre-K program should always pack a complete seasonal change of clothes each day. This can easily be stored and transported in your child's backpack. Please label everything with your child's name.
- 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. Bedding will be sent home at the end of the week to be washed and returned on Monday.

Trial Period

Sometimes a child may experience a difficult time adjusting to being separated from family. Enrollment acceptance into the center may require a trial period. At the end of such time, the Center reserves the right to accept or reevaluate a child's participation in the program if adjustments are not favorable.

Withdrawal Policy

The Center requires two-weeks' notice in advance of a child's last day in the Center. If proper notice is not given, then the parent/guardian will be charged two weeks of tuition fees.

If a Wor-Wic student withdraws from all courses, their child may remain enrolled in the Center. At the time of withdrawal, the cost will increase from the student rate to the community rate.

2025 – 2026 Tuition Rates

Participant Status	WEEKLY TUITION CHARGE	DAILY CHARGE	SEMESTER MATERIAL FEE
Current Wor-Wic Students	\$155.00 (3-4 year olds) \$165.00 (2 year olds)	\$35.00 (3-4 year olds) \$40.00 (2 year olds)	\$10.00 Part-time \$20.00 Full-time
Wor-Wic Employees	\$170.00 (3-4 year olds) \$180.00 (2 year olds)	Full-time only	\$20.00 Full-time
Community Members	\$185.00 (3-4 year olds) \$205.00 (2 year olds)	Full-time only	\$30.00 Full-time

Summer Camp Tuition

Session	June - August
Registration Fee	\$30.00 due at time of registration
Weekly Tuition, full-time only	\$195.00
Days of Operation	Monday - Friday
Time	7:30 – 5:00 pm

The Wor-Wic Community College Board of Trustees will review childcare tuition rates and may approve increases annually. All rate changes will coincide with the College's fiscal year and take effect July 1st. Parents are notified of changes in advance.

Weekly tuition payments are due on Mondays. If payment is not made on Monday, then a **\$25 late fee** is added on top of the tuition fee for that week. A weekly late fee will be added until the balance is paid in full. If the balance is more than 30 days past due, then the college has the right to dismiss your child, and the child will lose their spot at the child development center. The outstanding tuition payments are still due to the college and the parent/guardian will be set up on a payment plan. If the balance is not satisfied within a reasonable time, the College will forward the account to the Maryland State Comptroller's Office for collection of funds.

Those who are awaiting CCS Voucher funding must pay 50% tuition weekly until the CCS approval and vouchers are received. Once the College has received the CCS payment, any overpayment will be reimbursed or additional payments due will be set up on a payment plan.

The Material Fee is charged each semester and is due the first week of the fall and spring semesters, or the first week for children who enroll mid-semester.

There are no discounts or refunds for absent days. The weekly tuition must be paid regardless of the child's attendance.

A family who has been dismissed due to not making payments may enroll again after the account is paid in full. The child will be added to the waiting list and will be offered enrollment when space becomes available based upon the enrollment priority policy.

Late Pick-Up

While we understand that situations arise that may delay you, the Center closes at 5:00 p.m. and children must be picked up according to the posted schedule. 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 and it must be paid that week or the child cannot return.** More than three late pickups per month may result in the child losing their spot at the Center.

Section 6 – Health and Wellness Policy

Child Abuse and Neglect Policy

The expectation of the Child Development Center is to be proactive with Child Protection concerns. A "zero tolerance" policy is in place for anyone employed, volunteering, interning, and observing with or at the Child Development Center. The Child Development Center full Child Abuse and Neglect Policy is available to view on the Parent Information Board located at the reception area or copies may be given upon request.

- All staff, employees, volunteers, interns and those observing that have contact with children at the child development center 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, as well as complete criminal history records information investigation for the State of Maryland and the Federal Bureau of Investigation.

Mandatory Reporting

All staff, employees, volunteers, and interns at the Child Development Center are mandated reporters.

Reporting Procedure

Child Protective Services (CPS) at (800) 332-6347. Suspected abuse cases can also be reported to the local law enforcement department at the Wicomico Sheriff's Department at 410-548-4891.

Administration of Medications (Prescription and Non-Prescription)

Any medications administered in the Child Development Center must be administered by Medication Trained staff members. 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).



We are an Asthma Friendly school and support student health by maximizing asthma management. An asthma plan is implemented for children identified.

Prescription Medication

Medication may not be administered to the child unless:

- A Physician has authorized.
- Parental permission to administer the medication is documented on a completed, signed, and dated medication authorization 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.
- Fill out a separate Medication Authorization Form for each prescription or nonprescription drug.
- Exception is given to children who are diabetic. Accommodations allowed with trained staff, physician, and parental consent.

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.
- Fill out a separate Medication Authorization Form for each prescription or nonprescription drug.

Sick Child Policy

All staff members are trained to recognize the symptoms of many common childhood illnesses. Staff evaluate 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 becomes ill, a parent/guardian or emergency contact person will be called for pick up.

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 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. A child who has been absent due to illness for three 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.

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.

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 following at-a-glance list of communicable disease guidelines to assist us in protecting our children or refer to DHMH summary booklet.

COMMUNICABLE DISEASE GUIDELINES

Disease	Incubation	Estimated Absence from Center
Chicken pox	2- 3 weeks	One week after rash first appears or when all chicken pox lesions have crusted
Common cold	12 – 72 hours	Variable, 24 hours before to 5 days after
Conjunctivitis (Pink Eye)	24 – 72 hours	24 hours after start of treatment
Coxsackie Virus	3 – 6 days	Highly contagious.
Diarrhea (cause unknown)	1 – 7 days	24 hours after symptoms
German Measles	2 – 3 weeks	4 days after the onset of symptoms
Herpangina	3 – 5 days	5 days after the onset of symptoms
Impetigo	4 – 10 days	24 hours after treatment
Infectious Hepatitis	15 – 50 days	Until physician advises return
Infectious Mononucleosis	2 – 6 weeks	Until physician advises return
Influenza	1 – 3 days	1 to 7 days if fever is present
Pediculosis (Head Lice)	5 – 11 days	Until nits (eggs) have been destroyed
Red Measles	10 – 14 days	7 days after appearance of rash
Ringworm	10 – 14 days	Until placed under treatment
Scabies	2 – 6 weeks	24 hours after treatment
Streptococci, Sore Throat, Scarlet Fever	1 – 5 days	All strep infections must be reported. Exclusion from the center and readmission shall be according to the discretion of the center.

TABLE OF REPORTABLE COMMUNICABLE DISEASE

<u>RESPIRATORY</u>	<u>GASTROINTESTINAL</u>
Bacterial (spinal) Meningitis	Giardiasis
Diphtheria	Hepatitis A
German Measles	Salmonellosis
Hemophilus Influenza Disease	Shigellosis
Lyme Disease	<u>OTHER</u>
Measles (rubella)	
Meningitis	Animal Bites
Mumps	Diarrheal (Specific)
Pertussis (whooping cough)	Chlamydia
Rubella	HIV/AIDS
Tuberculosis	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 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 THE CHILD DEVELOPMENT CENTER APPLICATION PACKET.



Age-Appropriate Vaccination Requirements for Children Enrolled in Childcare Programs

(Valid for the 2025-2026 academic and summer school year.) rev 02/18/2025

Per COMAR [13A.15.03.02](#) and [13A.16.03.04](#) G & H

Vaccination requirements are met 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 to be in compliance with COMAR.

Vaccine types and dosage numbers required for children enrolled in childcare programs							
Vaccine Child's Current Age	DTaP/DTP/ DT/Td ^{1,6}	Polio ²	Hib ³	Measles, Mumps and Rubella ^{2,4}	Varicella ^{2,4,5} (Chickenpox)	Hepatitis B ²	Pneumococcal Conjugate ³ (PCV)
Less than 2 months	0	0	0	0	0	1	0
2 - 3 months	1	1	1	0	0	1	1
4 - 5 months	2	2	2	0	0	2	2
6 - 11 months	3	3	2	0	0	3	2
12 - 14 months	3	3	At least one dose is given after 12 months of age*	1	1	3	2
15 - 23 months	4	3	At least one dose is given after 12 months of age	1	1	3	2
24 - 59 months	4	3	At least one dose is given after 12 months of age	1	1	3	1
60 - 71 Months	4	3	0	2	1	3	0
Grade Level	DTaP/DTP/ DT/Td ^{1,6}	Polio ²	Tdap ⁶	Measles, Mumps and Rubella ^{2,4}	Varicella ^{2,4,5} (Chickenpox)	Hepatitis B ²	Meningococcal (MCV4)
Kindergarten & Grades 1, 2, 3, 4, 5 & 6	3 or 4	3	0	2	2	3	0
Grades 7, 8, 9, 10, & 11	3 or 4	3	1	2	2	3	1
Grade 12	3 or 4	3	1	2	1 or 2	3	1

* See footnotes on back

THIS CHART IS FOR USE BY CHILDCARE FACILITY OPERATORS ONLY TO ASSESS THE AGE-APPROPRIATE IMMUNIZATION STATUS.

Vaccine Requirements for Children Enrolled in Childcare Programs

(Valid for the 2025-2026 academic and summer school year.) *rev 2/18/2025*

FOOTNOTES

Requirements for the 2025-2026 school year are:

- 2 doses of Varicella vaccine for entry into kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th and 11th grades.

1. If DT vaccine is given in place of DTP or DTaP, a physician documented medical contraindication to the pertussis-component is required.
2. Proof of immunity by positive blood test is acceptable in lieu of vaccine history for hepatitis B, polio, and measles, mumps, rubella, and varicella, **but revaccination may be more expedient.**
3. Due to the widespread use of combination products for the primary series of childhood vaccines, the 12–15-month dose-of Hib containing vaccine should be assessed after the 15-month doctor's visit. Hib and PCV (Prevnar™) are not required for children older than 59 months (5 years) of age.
4. All doses of measles, mumps, rubella, and varicella vaccines should be given on or after the first birthday. However, upon record review for students in preschool through 12th grade, a preschool or school may count as valid vaccine doses administered less than or equal to four (4) days before the first birthday.
5. Two (2) doses of varicella vaccine are required for students entering Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, and 11th grades and for previously unvaccinated students 13 years of age or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Medical diagnosis is a documented history of disease provided by a healthcare provider. Documentation must include month and year.
6. Four (4) doses of DTP/DTaP are required for children less than 7 yrs old. Three (3) doses of tetanus and diphtheria containing vaccine (any combination of the following —Tdap, DT or Td) are required for children 7 yrs of age and older.
7. Polio vaccine is not required for persons 18 years of age and older to enroll or attend school.

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 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. One serving of whole grains per day.
- 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.
- Unlimited servings of water per day.



Meals

Breakfast and afternoon snack are provided by the center. All meals and snacks 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.

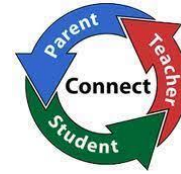
Lunch is supplied by the parent/guardian. Staff will assist during scheduled mealtimes. The Center will provide 1% milk with meals and water with snacks. Only 100% juice may be served and no flavored milk.

- Refrigeration is available for perishable items. Please inform classroom teacher.
- Meals will only be re-heated for a maximum of 90 seconds. We do not cook or bake meals for lunches sent from home.
- Write your child's name, in permanent marker, on his/her lunch bag and any items that need to be refrigerated.
- A thermos or water bottle should be sent to school every day.
- 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.

Items for birthday celebrations are always welcome and must be store-bought. Parents are welcome to send in special birthday treats for snack time. 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.

Screen Time

The Center supports the selection of interactive (collaborative) technology that is developmentally appropriate, has quality content, and is used to add value to learning standards and objectives. Includes monitored use of tablets, apps, e-books, videos, computers, and television. No passive or interactive technology will be used during meal or snack time. Children 2 years old or older may not be permitted to view more than 30 minutes of age-appropriate, educational passive technology per week.



Section 7 – Parent Communication

Please share information with your child's teachers if you know that your child may be influenced by a situation outside of school (for example, 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 to help them learn the skills of cooperation, manners, mutual respect and tolerance. If the above methods of instruction are not successful in reducing undesirable behaviors parents will be notified regarding the behaviors.

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.

Expulsion

Our goal is not to suspend or expel a child from care. We attempt to collaborate with parents through resources and positive strategies. The Center staff makes every attempt to regulate situations as they occur.

In accordance with MSDE/Child Care Program Policy, we shall:

- Not expel or suspend a child from care, unless it is the last resort where there are extraordinary circumstances based on a determination of a serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications.
- Not limit the number of services provided to a child (including denying outdoor time, withholding food, using food as a reward/punishment, or limiting the hours or days of availability of care).

However, should negative behavior become a regular occurrence, become dangerous to other children or staff members, and/or become disruptive to the learning process, parents/guardians are notified verbally and in writing. A mandatory conference will be scheduled with the parents, Center Director and/or staff members. The purpose of the conference is to reduce or eliminate circumstances and to formulate a plan to assist the child with their behavior. If unruly or disruptive behavior continues after several attempts to modify or correct, the Center reserves the right to expel or suspend a child.

Naptime Policy

The Code of Maryland Regulations for Child Care Licensing Manual requires that restful, quiet activities should follow normal vigorous play to prevent physical and mental fatigue. In order to meet this requirement, the Center provides each child with a cot. It is not required that a child sleeps, but they should be quiet, so as to not disturb other children who take the opportunity to sleep. Our rest period follows lunch/bathroom break and is normally between 12:30 - 2:30pm daily. Relaxing music is played during this time to contribute to the restful atmosphere. Also, after a period of at least one hour, books are available to those children who choose not to nap. They may instead be offered a quiet activity such as reading quietly on their cots, electronic device with headset, or visiting the cozy corner. After rest time, cots are disinfected to help ensure a healthy school environment.

Potty Training

Children enrolled in the two-year-old classroom are not required to be potty trained. Potty training should be a positive experience and a collaborative effort between classroom teachers and parents. If your child is in the potty-training phase, please send the following items regularly:

- Several pull-ups, two packs of baby wipes, (3) complete changes of clothing including shoes and several pair of underwear.
- Underwear will be worn in the classroom when classroom teachers and parents feel that the child is ready, and this may include using a pull-up during naptime.

Social Media Policy

Due to the high standards in maintaining the safety and confidentiality of children, families and teachers, it is requested that parents photograph their child(ren) only. This includes but not limited to birthday parties, Center events, field trips, etc. Unless prior permission is given by the other children's parents/guardians, do not take photographs of other children at the Center. Some families have a No Photo request on file.

Parent Engagement/ Parent Involvement

Communication is especially important between parents and staff. The staff at the Child Development Center recognizes the importance of parent/guardian engagement and involvement to student success. In an effort to involve parents and engage families, the Center invites parents to connect and participate. We will:

- Encourage all families to join Parent and Child Time. This is an open-door opportunity for parents/guardians to engage with their child by way of playing a game, puzzle, reading, general observation, or joining us for lunch or a special activity.
- Host Back to School Night, Open Houses, Learning Parties, and family engagement opportunities.
- Provide frequent opportunities for communication through Class Dojo, newsletters, phone calls, e-mail, ProCare notifications, and surveys.

Parent Concerns/Complaints

Communication is the best method for preventing disagreements, especially between parents and teachers. It is the responsibility of each to consider the other's views respectfully for the best interest of the child involved. If the initial complaint or conflict cannot be resolved with the person directly, then the Center Director will host a meeting to resolve the issues. If a resolution cannot be met the Director will then seek guidance from a higher-level supervisor at

the College. A meeting will be scheduled with all concerned parties with the specific aim of an impartial discussion to negotiate a resolution that will be fair to all. The Center's desire is to always improve services to families. All parent concerns/complaints will be confidential.

Section 8 – Safety and Security

Emergency Evacuation Process

In order to ensure the safety of your child while they are attending the Wor-Wic Community College's Child Development Center (located in the Jordan Center building), 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 the time of registration. The campus 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://www.worwic.edu/services-support/public-safety/campus-alerts/>

Children are supervised at all times. Center staff will be responsible for accompanying children to the designated relocation site and attending to their needs. 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.

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 tornadoes, hurricanes and Emergency Operation Plan (EOP) are also conducted.

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:

1. The Center will contact an emergency medical service through 911. If a child must be transported to Tidal Health Peninsula Regional 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.
2. The Center will alert the Public Safety team on campus.
3. The Center will attempt to contact parents/guardians.
4. The Center will attempt to contact alternative emergency contacts listed on the student emergency form if parents/guardian cannot be reached.
5. In the case that medical attention at a hospital is required, the Office of Child Care will also be contacted.

Smoking Policy

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

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

In an attempt to ensure the safety of all staff and children enrolled, any visitor to the Child Development Center must buzz in to gain access. 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. Children will only be released to those individuals listed on the authorization Emergency Form. The following procedures are followed when releasing a child from the Child Development Center:

- A child must be signed in and out daily in the Procure “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 (per mandated State law). Pre-kindergarten parents/guardians will sign their child in and out every day before children enter/leave the building.
- Authorized persons other than parents/guardians must present a photo identification prior to the child being released. Advance notice in writing is required when someone other than the parent/guardian is picking 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.
- No one under the age of 18 is permitted to sign a child in or out of the building.
- 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.



WORRIED ABOUT A BABY OR TODDLER YOU KNOW?

- Does your child have trouble participating in everyday activities like eating, dressing, and playing?
- Do you wonder if your granddaughter should be talking more?
- Does a toddler in your child care program hit, kick, bite, and cry more than you expect for children their age?
- Has your baby received a medical diagnosis that affects their growth and learning?

The Maryland Infants and Toddlers Program (MITP) can help!

MITP provides free, family-centered support for children from birth to age three. Children with medical conditions that can impact their development in the future may be eligible to receive support now. Children who are not moving, communicating, learning, interacting with others, or participating in daily activities like others of the same age may also be eligible, even if they don't have a diagnosis. A free assessment of the child's development is provided to determine if they are eligible for services.

Anyone – a parent, child care provider, doctor, grandparent, nurse, friend, or other relative – can refer a child to MITP.

Anyone can submit a referral to the Maryland Infants and Toddlers Program.

If the child lives in Maryland and hasn't turned three yet, MITP can help.

referral.mditp.org

1-800-535-0182



The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact the Agency Equity Officer, Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201-2595, 410-767-0433 voice, 410-767-0431 fax, 410-333-6442 TTY/TDD.

WE BEGIN EARLY TO FINISH STRONG



Maryland Infants and Toddlers Program

Supporting young children with
developmental delays and disabilities
and their families





INDIVIDUALIZED SUPPORT

The Maryland Infants and Toddlers Program (MITP) is here to help you help your child grow and learn. Infants and Toddlers Program services will:

- Build on your child's and family's strengths
- Address your goals and concerns in a way that works for your family
- Help you learn about your child's needs and the resources available to your family

The teachers, therapists, and other providers will come to you at home, at child care, at the library, or other places your family spends time. They will coach and support you to help your child participate and develop new skills. They will connect you with other resources in the community.

WORKING TOGETHER

Helping babies and toddlers develop to their maximum potential is a team effort! Families are the key to their children's growth and learning. Physicians, child care providers, nurses, social workers, and other people who work with children are also important.

Anyone who works with or knows a child and has concerns can submit a referral to the Maryland Infants and Toddlers Program. Child care providers are also required by State law to provide information to families each year about Early Intervention and to help families schedule evaluations.

NEXT STEPS

1. Visit referral.mditp.org to learn more information and to complete an online referral. You can also call 1-800-535-0182 to get contact information for your local Infants and Toddlers Program. You can make the referral over the phone if you prefer.
2. After the referral, someone from the local Infants and Toddlers program will call you. You will share information about your child's development and any concerns. An appointment for a developmental screening or evaluation will be scheduled.
3. The evaluation will take place in your home or another location if you prefer. The team will ask you questions about your child and observe how they move, communicate, and play.
4. If your child is eligible for services, you will become a part of the early intervention team. Together you will develop a plan.

All evaluations and services are provided free of charge! You give your permission for all assessments and services, and you can stop or change services at any time.

