

# **FERNDALE DAY NURSERY**

## **& Early Childhood Learning Center**

102 Cromwell Avenue, Glen Burnie, MD 21061

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Scott and Stasia Fisher  
Owners

Sabrina Stewart  
Director

### **Ferndale Day Nursery Parent Packet**

#### **Philosophy**

We at Ferndale Day Nursery believe every child has the greatest learning potential through child-initiated and teacher directed activities. We are an inclusive program that welcomes children/families of all abilities and cultural differences. We pride ourselves on our commitment to provide quality services to all children, families and staff. We use a state approved curriculum to assist children mature in all aspects of development through hands-on activities and the exploration of a safe, healthy and nurturing environment. Watching a child learn and grow under their care is motivation for teachers to continue doing the best they can in shaping the future leaders of America.

#### **Operating Hours**

- We are open Monday through Friday 6:30am to 6:00pm.
- We encourage children to be at the center by 9:30 am to ensure all children are receiving the full benefits of their classroom program.
- We are closed all major holidays and days in recognition of the holiday. (full list of the days closed is provided)

#### **Enrollment**

- All paperwork is required to be completed and returned to the Center Director before your child may attend.
- A non-refundable registration fee of \$50.00 is due at the time of registration.
- A security deposit of one week's tuition is due at the time of registration or before the child's first day.
- Paying the registration fee and security deposit is the ONLY way to secure the spot for your child.
- The security deposit is applied on the child's last week in our care, NOT THE FIRST WEEK'S TUITION.

## **Tuition**

- Tuition is due on Monday of the week care is given.
- Tuition is expected to be on time whether your child is present or not.
- We do NOT prorate for days absent due to illness, vacation or inclement weather.
- If the tuition is not paid in FULL by Wednesday at NOON an automatic late fee of \$25.00 will be applied to your account.
- You may pay monthly (every 4 weeks) to receive a 5% discount.
- If you have more than one child enrolled you receive a sibling discount of 5%.
- FDN accepts cash, check, money order, credit card, and state vouchers.
- If your check gets returned there will be a \$50.00 fee for returned checks. If we receive three returned checks you will no longer be allowed to pay with checks.
- If you fail to make the payment your child may NOT return until the full balance is paid.
- If the account is past two weeks behind, your child is immediately terminated and your account will be forwarded to our collection agency.
- Two Year Old Room: \$200.00/week or \$760.00/month.
- Three Year Old Room: \$170.00/week or \$646.00/month.
- Preschool Room: \$150.00/week or \$570.00/month.
- School-Age Room: \$95.00/week or \$361.00/month.
- Before Care Only: \$55.00/week.
- After Care Only: \$65.00/week.
- School-Age Summer: \$165.00/week or \$627/month (includes ALL field trips)

## **Meals**

- We provide a morning (8:30am) and afternoon (3:00pm) snack.
- Please provide a full lunch for your child if they are attending more than 4 hours.
- If your child is in classrooms Two through Preschool their lunch can be heated in the microwave.
- School-Age children must bring a lunch the days schools are closed and during the summer.
- The school-age classroom does NOT heat up lunches. Please refrain from sending your child with a heatable lunch.
- We do not allow glass products or soda as a drink in our center.
- Inform the Center Director and your child's teacher if your child has any food allergies.

## **Dropping Off and Picking Up Your Child**

- Anyone can drop off your child.
- If anyone other than the parents and approved listed ADULT on the emergency form is picking up their child a WRITTEN note is required. We do not accept phone calls as this could be anyone calling.
- An emergency person for pick up must be at least 16 years of age and show proper ID among entering the building.
- Children must be picked up by 6pm. If the child is not picked up by 6pm a late fee of \$1.00 per minute per child is charged. This fee needs to be paid IN CASH to the

attending teachers no later than the end of the next business day. A late pick-up is only granted three times before the child is dismissed from the program.

- Please call if you know you will be late.

### **Sickness Policy**

- A child may not attend with any of the following symptoms: vomiting, fever of 101.0 or higher, diarrhea more than 3 times in an hour, unexplained rash, or a cough accompanied by green/yellowish nasal discharge.
- If your child is sent to our Center with any of these symptoms the child's teacher will call a parent to pick up immediately.
- The child must be symptom free (without medication) for at least 24 hours before they can return to our center.
- If the child is absent for illness 3 days or more a doctor's note stating the child is no longer contagious is required upon return.
- If your child requires a daily medication we will need a medication administration form filled out (provided by teacher or director) by the parent AND doctor.

### **Behavioral Policy**

Ferndale Day Nursery utilizes positive behavior modification techniques to prevent potential behavioral problems. The FDN staff will carry out all disciplinary measures and any/all concerns will be brought to the attention of the Center Director. Should the child have difficulty with the established rules the procedures outlined below will be followed. Parents should be aware that the steps in the procedures might not occur in the order listed depending on the nature of the behavioral problem. **VIOLENCE AND PROFANITY IS NOT PERMITTED AT FDN.**

- Each classroom will have their own set of rules specific for that age group. The rules will be included with the classroom packet. You must read, sign and return the bottom portion to acknowledge receiving the behavioral policy for your child's classroom.
- The Director and Teacher will discuss the problem with the child and attempt to work out a solution, being redirecting to another station or choose another activity.
- The teacher will offer the child pick another activity center, to work with other friends or use our quiet cool down station to calm down. This would normally be held in the reading area.
- An incident report will be given to the parent/guardian if the problem persists.
- A conference between the teacher, the Center Director and the parent/guardian will be held if the child's behavior does not improve.
- If, in the opinion of the Director and the Owner, a child's behavior presents a physical danger to themselves or others, **immediate suspension or dismissal from FDN may result.**

- Dismissal from FDN may also result from repeated late pick-ups; a parent's unreasonable treatment of the staff, including inappropriate language and intimidation (verbal and physical) of the staff.

**Miscellaneous Information**

- All FDN staff meets the requirements of the state of Maryland Child Care Administration.
- All staff is required to take and pass a criminal background check prior to hire date.
- All Lead Teachers have current First Aid and CPR Training as well as Medication Administration Training.
- The Twos, Threes, and PK room has progress reports given out November and May, at which time parent/teacher conferences will be offered. (Conferences are welcomed all throughout the school year per a parents request)
- FDN would like your child to leave toys, games, electronics etc. home except for Fridays. FDN is not responsible for lost, stolen or damaged items.
- If your child is in the Twos, Threes or Preschool class please provide a change of clothes, a fitted crib/toddler bed sheet for our mats/cots and a small blanket. NO PILLOWS OR SLEEPING BAGS please.
- Please label ALL of your child's belongings.
- FDN is an inclusive program, we accept children of all abilities and developmental levels.
- If your child has an IEP or IFSP please provide the Center Director a copy prior to the child's start date.
- We accommodate any service offered to the child that would need to be held at our facility. We allow special services to come various time and days a week.
- We require a TWO weeks written notice if you are withdrawing your child for any reason.

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After reading this contract please sign and return the bottom portion to the Center Director

I have read the parent contract and agree to the terms and conditions. If I fail to adhere to the rules and regulations of the Center I understand that I will be forced to withdraw my child/children from FDN.

Child's Name \_\_\_\_\_

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

Date \_\_\_\_\_

Director Signature \_\_\_\_\_