

FERNDAL DAY NURSERY

& Early Childhood Learning Center

102 Cromwell Avenue, Glen Burnie, MD 21061

Ph: 410-766-3167 Fax: 410-766-1197 Email: ferndaledaynursery@verizon.net

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Scott and Stasia Fisher
Owners

Sabrina Stewart
Director

FERNDAL DAY NURSERY SUMMER PROGRAM 2014

Please review the information in this packet and contact us if you have any questions. Thank you for choosing Ferndale Day Nursery, and we'll see you in the summer!

Contact Information:

Ferndale Day Nursery

102 Cromwell Ave.

Glen Burnie, MD 21061

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Please Notify the Director and Child's Teacher if:

- Your child has special medical or developmental needs so our instructors can be prepared.
- Your child is going to be absent, late, or leaving early.
- Any person other than parent or guardian will be picking up your child. Please make sure that they are on the emergency form. They must sign your child in and out according to the sign in procedures listed above.
- Any updates to the emergency form

What to Bring and Wear this Summer

- Comfortable clothing to allow for **active** movement. Wear shorts underneath skirts.
- Remember arts and crafts projects are often a part of our program and can get messy.
- Functional shoes that will stay put— tennis shoes are preferred. No flip-flops or crocs! Children should also have socks or they will not be allowed to participate in many of the field trips.
- Pack a **clearly labeled COLD** lunch each day; please do not pack sodas or items that need to be refrigerated or microwaved.
- A water bottle is always a good idea.
- All natural sunscreen and insect **repellent labeled with child's name and expiration date**. (Please see attached letter)

ONLY SPRAY SUNSCREEN AND INSECT REPELLENT, NO LOTION.

\$10 cash for a shirt for field trips

- Any field trip or waiver forms signed and dated
 - Completed Medical Release/Emergency Contact Form
- Additional forms may be obtained from the center Director.*
- Any medication needed, clearly labeled and packed in a zipper-seal plastic bag with doctor's note.

What to Leave at Home

- * **Cell phones and electronic games** are only allowed on FRIDAYS. There is a center phone that children may use in an emergency.
- *Leave toys, games, and other distractions at home.
- Heeley's** and all shoes with built in wheels are not allowed.

**Ferndale Day Nursery is not responsible for loss, damage, or theft of personal items or property.*

Sign In and Out Procedures:

- PARENTS MUST COME INTO THE BUILDING TO SIGN THEIR CHILDREN IN AND OUT**, children will not be dismissed from the program unless a parent or guardian signs them in and out daily.
- Check in and check out will take place in the preschool room in the morning and in the school age room in the afternoon.
- Please arrive early if you would like your child to have a morning snack at 9:00am and before our designated field trip times.
- Children will not be released to any individual not listed on your medical release/emergency contact form without prior notice from parent or guardian

Parking:

- Please be considerate when you are parking at Ferndale Day Nursery.
- Pull up closely so that other cars have room to get by and to park more cars on the street.
- Do not throw trash from your car on the street, sidewalk, or FDN property.

Behavior & Discipline Procedures

Positive attitude and cooperation of students is vital to the success and happiness of the program as a whole, and therefore any disruptive or violent behavior will not be tolerated in our programs. Ferndale Day Nursery reserves the right to determine who is or is not suitable for our program and will take all measures to provide a safe and constructive environment. We support a three strikes behavior policy; however, **we reserve a zero tolerance policy regarding violence. In the case of violent behavior parents will immediately be contacted to dismiss the student.**

- If a child disrupts the program, he or she is given a warning by the teacher or assistant.
- The second warning will result in a time out and possible phone call or incident report.
- If problematic behavior continues, the student will be excused from the program and will have a discussion with the center Director. Parents will be notified of the occurrence upon sign out.
- If problematic behavior is still not corrected, parents will be contacted and student will be dismissed from the program.

There is no tuition refund for children who are dismissed from the program

