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Owners



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## Ferndale Day Nursery Parent Contract

### **Philosophy**

We at Ferndale Day Nursery believe every child has the greatest potential through child-initiated and teacher-directed activities. We are in inclusive program that welcomes children/families of all abilities and cultural differences. We pride ourselves on our commitment to providing 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 children 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.
- To ensure all children are receiving the full benefits of their classroom, we have a 9:30am drop off cut off.
- We are closed for all major holidays and days in recognition of the holiday (full list of the days closed will be provided)

### **Center Closures**

- The center does not follow AACPS inclement weather policy. We will update our private Facebook group, updating our voicemail and will send out a text message if the center is opening 2hrs late (8:30am) or closed.
- Tuition is still expected to be paid in full for inclement weather, child absences or vacations.
- If we must close for a COVID-19 case or any tither communicable disease, \$ 22.50 (half of our drop-in rate) will be taken off tuition for each day we are closed.

## Enrollment

- All paperwork is required to be completed and returned to the Center Director before you 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.
- Paying the registration fee and security deposit is the **ONLY** way to secure the spot for your child.
- The security deposit is applied to the child's last week in our care, **NOT THE FIRST WEEK'S TUITION.**
- We have full care for children ages 2-4 (5 if they did not make the kindergarten cut-off)
- Our school-age program is for children in kindergarten up to children entering Fifth grade. The school age **SUMMER** program is for children entering **FIRST GRADE** up to children entering **FIFTH GRADE.**

## Tuition

- Tuition is due on Monday of the week care is given.
- Tuition is expected to be on time wether your child is present or not.

- We do **NOT** prorate for days absent due to illness, vacation, or inclement weather.
  - If 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 make a “monthly” (every 4 weeks) payment to receive a 5% discount.
  - If you have more than one child enrolled, you receive a sibling discount of 5% on the oldest child.
  - FDN accepts cash, checks, money orders, credit cards, debit cards 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.
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- Two Year Old Room: \$265/week or \$1007/monthly
  - Three Year Old Room: \$240/week or \$912/monthly
  - Preschool Room: \$210/week or \$798/ monthly
  - School-Age Room: \$155/week or \$589/monthly
  - Before Care Only: \$95/week
  - After Care Only: \$115/week
  - School-Age Summer Camp: \$215/week
  - School-Age Summer Camp Deposit: \$100 (Non-refundable)

## Meals

- We provide a morning (8:30am) and afternoon (3:00pm) snack.
- Please provide a full lunch for your child if they are attending for more than 4 hours.
- If your child is in classroom 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, soda/ carbonated drinks in our center.
- Inform the Center Director and your child's teachers if your child has any food allergies or dietary restrictions.

## **Dropping off and picking up your child**

- Anyone can drop off your child.
- If anyone other than the parents and approved people on the emergency form are picking up your 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 before entering the building.
- Children must be picked up by 6pm. If the child is not picked up by 6pm a late fee will be charged. The late fee will be as follows. 6:01pm-6:15pm = \$15.00 (per child), 6:16pm-6:30pm = \$30.00 (per child), 6:31pm-6:45pm = \$45.00 (per child), and 6:46pm-7:00pm = \$60.00 (per child). A late pick-up is only granted three times before the family is dismissed from our center.
- Please call ahead if you suspect that you will be late.

## Sickness Policy

- A child may not attend with any of the following symptoms: vomiting, fever of 101.0 or higher, lice, nits, 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 an illness for 3 days or more a doctor's note stating the child is no longer contagious, is required upon return.
- If your child requires daily medication, we will need a medication administration form filled out (provided by the director) by the parent **AND** doctor.
- We have a "no nit" policy in our center, meaning if your child has suspected lice or nits, we will contact you and you will have to come get your child immediately. The child needs to be treated and cannot return until there is no nits or live lice in their head. Upon return a teacher will have to check the child's head upon drop off.

## 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 children 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 are not permitted at FDN**

- **Each classroom will have their own set of rules specific for that age group but to summarize:**
  - **2's:** When calm down time is instructed by the teacher, they are instructed to sit for their age time (2 years old, they sit for 2 minutes) the child is told of this and reassured that once time is up the teacher will be back to get them to resume activities.
  - **3's:** Teachers in this classroom use "behavior bucks" When children are praised for good behavior, they receive a buck and at the end of the week they can cash in their bucks to get prizes. When calm down time is instructed by the teacher, they are instructed to sit for their age time (3 years old, sit for 3 minutes) the child is told of this and reassured that once time is up the teacher will be back to get them to resume activities.
  - **Preschool:** Teachers in this classroom use "brag tags" When children are following classroom rules and expectations, they receive a tag. When they collect a certain number of tags, they are able to receive a prize. When calm down time is instructed by the teacher they are instructed to sit for their age (4

- years old, sit for 4 minutes) the child is told this and reassured that once time is up the teacher will be back for them to resume activities.
- **School-Age:** When calm down time is instructed by the teacher, we ask the child to enter the “calm down tent” Children are encouraged to take the time they need.

- The director and teacher will discuss the problem with the child and attempt to work out a solution. Either redirecting to another station or choose another activity.
- The teacher will offer the child to pick another activity center, to work with other friends or can go to their calm down 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, an 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.
- The Director has the right to dismiss any family at any time if they feel need deems fit.

## **Miscellaneous Information**

- All FDN staff meets the requirements of the state of Maryland Childcare 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.
- FDN would like your child to leave toys, games electronics etc home except for Fridays (School-Age classroom only)
- FDN is not responsible for lost, stolen or damaged personal items.
- If your child is in the Two's, Three's or Preschool room please provide a change of clothes.
- Please label **ALL** your children's belongings.
- FDN is inclusive program, we accept children of all abilities and developmental levels.
- If your child has a IEP or IFSP please provide a copy to the center director, 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 require a TWO week notice if you are withdrawing your child for any reason.

After reading this contract, please sign and return the bottom portion to the Center Director, please keep remainder pages for your personal records.

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 Ferndale Day Nursery.

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

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_