



FAMILY HANDBOOK

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LOCATIONS

Brookhaven Elementary School
 East Silver Spring Elementary School
 Gaithersburg Elementary School
 Highland Elementary School
 Lake Seneca Elementary School
 New Hampshire Estates Elementary School
 Poolesville Elementary School
 Rosemont Elementary School
 Stonegate Elementary School
 Summit Hall Elementary School
 Viers Mill Elementary School
 William B. Gibbs Elementary School
 Wilson Wims Elementary School

MISSION

Global Children's Center's mission is to provide an all- inclusive, developmentally appropriate learning experience in every program that we offer. We aim to work collaboratively with our families, schools, and communities, to provide a positive learning environment that prepares our children to be lifelong learners, critical thinkers, and innovative pioneers.

PHILOSOPHY

Our program's foundation is built on the concept that children are born with a unique skill set to learn and bring their own individualistic approach to how they perceive the world around them. We believe that children should be the leaders of their learning and we encourage children to develop each of their individual skills and talents while making meaningful choices. Through partnerships and collaborations with families, schools, and communities we aim to promote children's individual social, emotional, physical, and cognitive development as a team.

Our philosophy at Global Children's Center is that children have different learning styles, and for them to create and grow they must be in an environment that caters to these. Therefore, we have based our programming on Howard Gardner's Theory of Multiple Intelligences. Gardner believes that an individual cannot be labeled by one style of learning or one "intelligence." We have designed our curriculum in a way that provides both the structure and flexibility, to make Global a place "where children learn through play."

CONTACT Information

Administrative Office
 12417 Deoudes Road, Boyds, MD 20841

www.GlobalChildrensCenter.com
globalchildrenscenter@verizon.net
 301-972-5982

GLOBAL GOALS

- Embrace every learning style by providing an array of strategies, materials, and learning experiences to ensure that every child is engaged.
- Empower children to develop a positive sense of self- worth and mutual respect for their peers and community by giving them the opportunity to earn responsibility.
- Enhance our students' individual skills and aptitudes through guidance and positive reinforcement.
- Establish a safe, caring environment that encourages self-initiated play supplemented with teacher-guided activities, projects, and experiences.
- Inspire children to become leaders and advocates in all aspects of life.
- Provide an environment that celebrates the diverse cultural backgrounds of our children and staff.
- Provide structure and routine with the flexibility to meet children's emerging ideas, needs, and interests.

NON-DISCRIMINATION POLICY

Global Children's Center is a for-profit before and after school childcare program. Our services are available to all eligible children (as determined by the Maryland State Department of Education). Children and families are welcome regardless of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability. We are also open to full participation to families with limited English proficiency. Availability of openings in our programs are contingent on the following:

- Age of the child (5-12 years of age)
- Eligibility determined by MSDE

INCLUSION POLICY

Global Children's Center welcomes all children, regardless of disability. Global prides itself on being an all-inclusive program, that will make accommodations and meet requests to benefit children with special needs in our program. We embrace all children and families with open arms and have a keen understanding of the importance of adaptation to meet the individual needs of the children in our community.

Global will make reasonable accommodations as required by the Americans with Disabilities Act in order to serve all children and their families. Children with special needs are encouraged to integrate and join our program. Please provide us with your child's IEP/ IFSP or other documentation regarding his/her special needs to help us provide the best services possible to meet his/her needs.

DAYS OF OPERATION

Global Children's Center is open throughout the entire academic year, Monday through Friday from 6:30 a.m. until school begins, and from school dismissal until 6:30 p.m. We follow the MCPS administration's schedule and are open when your school's administrative offices are open for winter and spring breaks. We are closed for the federal and administrative holidays listed below:

- | | |
|--------------------------|------------------------------|
| • New Year's Day | • Labor Day |
| • Martin L. King Jr. Day | • Thanksgiving |
| • President's Day | • The Day After Thanksgiving |
| • Good Friday | • Christmas Eve |
| • Easter Monday | • Christmas Day |
| • Memorial Day | |



TUITION OVERVIEW

Tuition is payable in advance, one week before, on the Thursday or Friday preceding the next week of childcare. Please note: Parents are responsible for tuition while the child is officially enrolled in Global Children's Center whether or not the child has been in attendance. Tuition charges are based on contract attendance, rather than actual attendance. No tuition credit is given for absences resulting from vacation, illness, acts of nature, or any other circumstance outside of Global's control (including but not limited to inclement weather, power outage, etc.). Non-payment of tuition is grounds for termination or suspension of services.

TUITION PAYMENT METHODS

Global Children's Center provides a wide array of options for parents to choose from in order to accommodate their preferred payment methods.

Our primary payment method is our fast and secure online payment option through email invoices. In addition, we also accept tuition payments in the form of checks and money orders made payable to Global Children's Center or GCC. Checks and money orders must be mailed to our central office address, located at: Global Children's Center 12417 Deoudes Rd Boyds, MD 20841-9022.

Please remember that no payments will be accepted on-site at our locations! Lastly, we offer an Automatic Withdrawal option, which allows us to automatically deduct tuition out of your bank account, effectively eliminating the trouble of paying each week manually! For more information on Automatic Withdrawal, please contact the Director of your child's center or contact our main office via telephone at 301-972-5982.

REGISTRATION PROCESS

Global Children's Center's registration process is available online and via paper copy. In an effort to cater to the needs of our diverse clientele, Global offers its contracts and brochures in both English and Spanish. Further assistance will be given to other foreign language speakers, upon request.

REQUIRED FORMS

Before a child is admitted to Global, all required forms must be completed and returned to the Global director on site before the first day of care. These forms include:

- **Global Children's Center Contract** (available for online submission)
- **MSDE Emergency Form**
- **MSDE Health Inventory Form** (including Immunizations & Lead Testing)

All forms are available on our website: www.globalchildrenscenter.com under the Registration tab.



TUITION FEE SCHEDULE

The first payment upon registering in Global, additional to the yearly registration fee, will include a tuition deposit, which is held on the account until the last two weeks your child is enrolled. Once we have received a two-week notice of the last day your child will attend Global, this tuition deposit will be applied to their last two weeks.

DROP IN CARE POLICY

We understand that emergencies may come up and some families require occasional drop-in care for their children. If you require drop-in care, your child will need to be fully registered with Global. You will need all the required forms by the Maryland State Department of Education and Global Children's Center on file. Parents must also notify Global Children's Center at least 24 hours in advance so we can ensure availability and proper staffing. Your tuition payment for drop in care is due that same day of care. If you require more than seven (7) drop-ins in one school year, you will be required to register for at least one weekly scheduled day.

Please note that each drop-in session is \$25.00 per session. (Ex. if your child attends a drop-in session in the morning and afternoon in the same day, the total amount due for that day would be \$50.00.)

Global Tuition

| School Age Programs | WEEKLY | 4 DAYS | 3 DAYS | 2 DAYS | 1 DAY |
|-----------------------|--------|--------|--------|--------|-------|
| Before School | \$60 | \$52 | \$39 | \$26 | \$13 |
| After School | \$60 | \$52 | \$39 | \$26 | \$13 |
| Before & After School | \$120 | \$104 | \$78 | \$52 | \$26 |
| Drop-in Session (am) | \$25 | | | | |
| Drop-in Session (pm) | \$25 | | | | |

SCHEDULE CHANGE POLICY

In order to change the schedule at Global, it is imperative that the parent fill out a change of schedule form and notify the Main Office and your Global Director in writing with at least two weeks written notice prior to the change. Please be aware that the main office must approve all schedule changes before they can take effect.

PARENT PROCEDURE TO WITHDRAW FROM GLOBAL

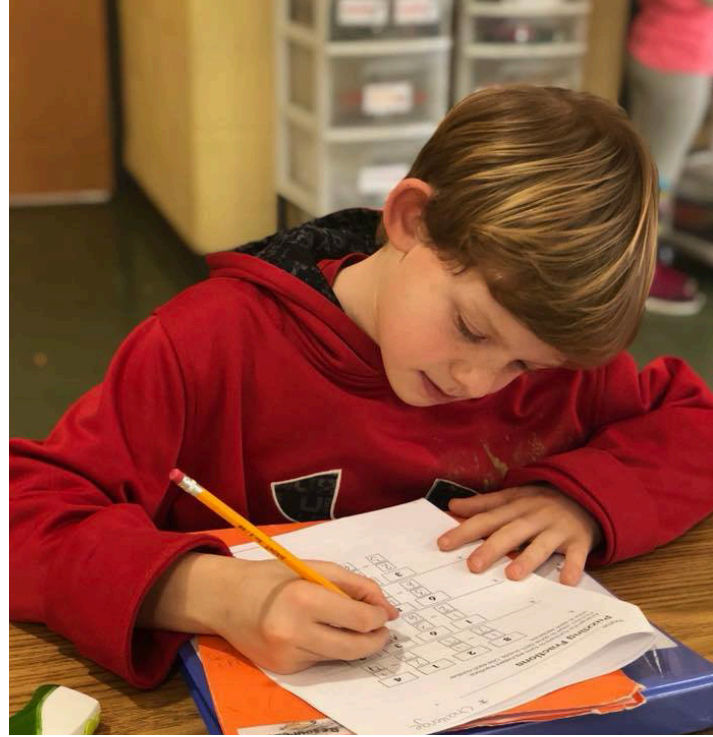
If a parent would need to withdraw their child from the program, we require a two-week's written notice. Once we receive this notification, the tuition deposit paid for during the time of registration will be applied to the last two weeks. If no notice is given, parents will still be responsible for payment of tuition charges until a notice is given.

LATE PICK UP FEE

All children must be promptly picked up at the end of each session. A late fee of \$1.00 per minute per child will be charged at the end of each program session. Failure to pay late fees or recurrent problems with late pick-ups may result in termination from Global.

LATE TUITION FEES

Late tuition payments will be assessed a late fee of \$10 per week. If any check is returned by the bank unpaid, there will be assessed a service charge, of \$35.00. Please be aware that no refunds are given for any childcare services, including the registration fee or two-week deposit.



FINANCIAL ASSISTANCE

At Global, we understand that some families may need tuition assistance. We gladly accept vouchers from The Working Parents Assistance Program, Purchase of Care and the Department of Social Services; however, you are responsible for paying the difference between the vouchers and our fees on a weekly basis. Please note, vouchers do not apply to the registration fee or two-week deposit charge.

TUITION RATES: Absences, Vacations, Holidays, and Closings

When Global determines the rates for the year, we take into account absences, vacations, and holidays. All parents are responsible for the payment of their weekly fee each week of the year, regardless of absences, vacations, holidays, or emergency closings. If your child is absent for five days without notification to GCC, it will be assumed that you no longer need your space.

Please let our staff and the school staff know via email or by phone that your child will be absent due to any reason. Please send an email to the Global Children's Center main office, schoolteachers and staff before the child's first day of school that they will be attending Global Children's Center.

PROVIDER TERMINATION OF SERVICES

Termination of services include, but are not limited to, the following reasons:

- **Failure to provide proper documentation for child**
(contract, emergency form, health inventory form, annual updates, etc.)
- **Failure to pay childcare fees on a timely basis**
- **Aggressive or abusive behavior by a parent or child, either physical or verbal**
(ie: threats, slander or obscene language) toward children, staff or other personnel)
- **Failure to adhere to Global Children's Center policies and procedures**

DAILY PROGRAM ROUTINE & ACTIVITY PLANNING

Global maintains the strong belief that “children learn through play.” Global meets the unique needs of children by allowing them to choose engaged activities that interest them and promotes safe and healthy learning. We recognize the importance of nurturing and guiding each individual and providing choices to make their experiences rewarding in our diverse and caring environment. We pride ourselves on our ability to learn the socioeconomic and cultural needs of the communities we serve to ensure that our objectives are met, and our goals achieved.

Children thrive in a program environment that offers a variety of activities in a rich, well-equipped classroom with a **consistent, but flexible** daily schedule. They depend on predictable routines and look forward to different parts of the day. Learning opportunities are available to them in unstructured and structured formats, including ‘free play/choice’ times, small or large group teacher directed activities, routines, and designated club times.

Global bases its activities, zones and clubs on **student interests and needs**. We pride ourselves in providing the perfect combination of recreational and educational activities/lessons in our Before and After school program. We believe that our students are engaging in a well-balanced, out-of-school experience during their time at Global. Student will begin and end each day excited about the broad range of hands-on activities we offer. They will be able to work on their homework, and be offered assistance, which will allow them to enjoy more quality time at home. Global also has a “craft of the month” every month, that is either S.T.E.A.M. or seasonally related.

During **free-choice periods**, children may select one or more activities in one of the many learning centers prepared for them, such as block building, dramatic play, arts, music, books, ‘manipulatives’ (like puzzles, building sets), science and nature study, outdoor activities and much more. They may play/work alone, with a friend or in a small group, and with a teacher’s guidance or independently. As they finish, they may choose another activity after putting away their materials or toys.

Teacher directed learning activities are planned and spearheaded by our early childhood professionals related to S.T.E.A.M. (science, technology, education, arts, and mathematics) topics. Art projects, cooking projects, and sensory exploration for younger children are staples at every site.

Children participate in monthly **service projects** to encourage them to become advocates in their community. A Global tradition has become the annual philanthropic **Global Giving Tree** event. Every Global site anonymously adopts needy families in the community and provide them with gifts for the holidays.

Outdoor play also is an essential part of the day, when children can get vigorous exercise and gain physical strength, coordination and skills through running, climbing, ball play and cooperative games. For younger children this includes walks, exploring the environment and taking activities outside.

Global designates **homework time or quiet time** each day. A staff member is always available to guide students with questions, clarify directions, provide guidance, and work with the MCPS curriculum. We encourage parents to review the child’s homework nightly. We make accommodations for parents who would rather their child complete homework at home. For these students, we guide them to quiet activities such as joining reading zone, playing board games, doing brain quest activities, or have staff guide them to re-visit a concept they might have learned during the day.

Global students have the opportunity to collaborate and vote on **monthly clubs** they wish to participate in. Howard Gardner's Theory of Multiple Intelligences, MCPS Curriculum 2.0, and S.T.E.A.M. into our activities and clubs. We provide clubs that support students' various learning styles, interests and needs and encourage our children to be active in any or all clubs and zones we offer.

Our clubs span five fundamental areas that focus on:

- academic and critical thinking skills
- skills for success
- creative and expressive arts
- health and fitness
- multicultural education

LEARNING ENVIRONMENT & MATERIALS

All programs at Global Children's Center are age-appropriate for the developmental level of each child. All programs include opportunities for outdoor play, homework time, quiet reading time, arts and crafts, games, music, dance, special clubs, and free play. For our children to flourish, they must be provided with the tools for success. We have developed our program based on Howard Gardner's Theory of Multiple Intelligences, to enrich and support the belief that an individual cannot be confined to one style of learning, or one "skill set." Children must have the freedom to choose from a wide variety of materials, in a safe environment that stimulates and engages them.

Thus, we transform each center into enriching "Learning Zones" that promote the eight intelligences that Gardner identified in his career. Each zone is labeled with a corresponding sign, providing easy visibility for both our children and parents. While each site is tailored to meet the needs of each school we serve, you can find our eight "zones" listed below at each site for every morning and afternoon session.





PARENT'S ZONE

Parents' first line of communication with our staff and center. Parents will be greeted by a friendly staff member, and find various displays showcasing Global events, activities, our monthly newsletter, list of staff members, etc., so parents are kept apprised of any updates or changes occurring in the program. Students' daily schedule, projects, and activities are highlighted.

BUILDING ZONE

Through the utilization of blocks, clay, K-Nex, Legos, and other manipulatives, our children can develop their motor and sensory skills.



READING/HOMEWORK ZONE (QUIET ZONE)

Children enjoy books, creative materials, diaries, magazines, newspapers, and various writing materials. Global provides plants and/or fish throughout the year to utilize in this zone to make it a more tranquil space, as well as various forms of seating, such as Adirondack chairs and bean bags.

IMAGINATION ZONE

Children develop their social skills, build self-confidence and self-esteem through movement, acting, and role-playing while utilizing materials such as costumes, dolls, and other props for dramatic play.



SPORTS ZONE

Students have access to various indoor and outdoor sports equipment, including but not limited to an ESPN zone, foosball table, air hockey table, and balls for multiple sports (basketballs, soccer balls, etc.). Children can work on their coordination, movement, and team building skills.



MUSIC ZONE

Children can listen to various types of age appropriate music. Studies show that students may study better with music in the background. They often turn lessons into lyrics with musical instruments, speak rhythmically, and tap out time. Music is also related to various clubs as they are occurring, i.e. salsa music is played for salsa club.



ARTS & CRAFTS ZONE

Children are provided with daily crafts, as well as the “craft of the month.” They are able to draw, do jigsaw puzzles, read maps, and utilize their imaginations to create.



BOARD GAME ZONE

Games such as Checkers, Chess, Clue, Mancala, Monopoly, and playing cards are provided. Children are able to work independently or with one another to develop strategic thinking and play various games!




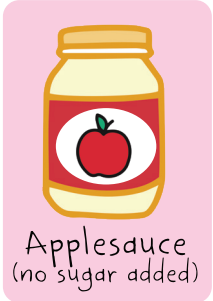

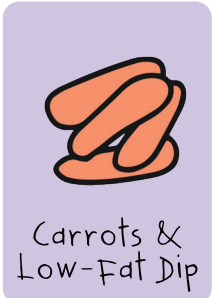




PHYSICAL FITNESS POLICY

Physical fitness helps children develop strong bodies, and helps the development of your child's heart, lungs, muscles and bones. It is a way for our students to release energy and relax their busy minds after a long day of school. Children are able to learn coordination, balance, and muscle control by engaging in various activities. Global has structured, organized games both inside and outside every single day, such as basketball games, relay challenges, and other fun ways to keep our children healthy, happy, and fit! We encourage parents to have children wear closed toed shoes, and comfortable clothing that they can move and groove in! At Global, we believe in our children choosing the activities they wish to participate in, and we always offer several alternatives for them to remain engaged if they choose to not participate in our daily organized physical games. If your child has any medical condition that would prevent them from participating in certain activities, we ask that you please note this on your child's health inventory form, as well as communicate any other pertinent information to your center Director.

NUTRITION POLICY

At Global, we understand that healthy habits start early. Therefore, Global strives to provide healthy and nutritious snack options for our students by incorporating fresh fruits, vegetables, and healthy grains into our weekly menus. We avoid snack options that are high in fat, sodium, and sugar. We provide a wide array of options to cater to the needs of our students, and frequently survey our parents for snack feedback. All of our snacks are "peanut free" and we strive to be a completely "nut free zone." We keep an active allergy list that is visible for all staff and is constantly updated to ensure the safety of our children. We are happy to make accommodations for children with special diets and food allergies as needed. Global monitors snacks and meals that are provided from home, and supplements as necessary to ensure that children are receiving nutritious, balanced meals and snacks.

Snack Menu

| | mon | tues | wed | thurs | fri |
|-----------|--|--|---|---|--|
| morning |  <p>Multigrain Cereal Bar</p> |  <p>Fresh Fruit Slices</p> |  <p>Cheese String</p> |  <p>Applesauce (no sugar added)</p> |  <p>Yogurt</p> |
| afternoon |  <p>Carrots & Low-Fat Dip</p> |  <p>Cheese & Crackers</p> |  <p>Celery & Low-Fat Dip</p> |  <p>JELLO/ Pudding</p> |  <p>Granola Bar</p> |

Before care Daily Sample Schedule

| TIME | GRADES K-2 | GRADES 3-5 |
|--------------|--|---|
| 6:30-7:00 am | Welcome | |
| 7:15-7:45 am | Fitness Frenzy (Everyday) <ul style="list-style-type: none"> • Yoga/Stretching • Organized Sport Game | Club Time (Everyday) <ul style="list-style-type: none"> • Arts & Craft • STEAM Activity • Homework Help |
| 7:45-8:15 am | Club Time (Everyday) <ul style="list-style-type: none"> • Arts & Craft • STEAM Activity • Homework Help | Fitness Frenzy (Everyday) <ul style="list-style-type: none"> • Yoga/Stretching • Organized Sport Game |
| 8:15-8:30 am | Breakfast Snack | |
| 8:30-8:45 am | Global News <ul style="list-style-type: none"> • Review Global Daily Schedule • Birthday Announcement • Service Project of the Month | |
| 8:45-9:00 am | Have a great day at school time! Global staff members chaperone students down to their classrooms. | |

After care Daily Sample Schedule

| TIME | GRADES K-2 | GRADES 3-5 |
|--------------|---|--|
| 3:30-3:45 pm | News and Attendance | |
| 3:45-4:00 pm | Snack Time | |
| 4:00-4:30 pm | Fitness Frenzy (Everyday) <ul style="list-style-type: none"> • Yoga/Stretching • Organized Sport Game | Homework Time |
| 4:30-5:00 pm | Homework Time | Fitness Frenzy (Everyday) <ul style="list-style-type: none"> • Yoga/Stretching • Organized Sport Game |
| 5:00-5:15 pm | Group Meeting | |
| 5:15-5:45 pm | Global Club <ul style="list-style-type: none"> • Arts & Craft (Mon.- Fri.) • Sports club (Mon.- Fri.) • Global's got Talent (Mon. and Wed.) • STEAM Activity (Tues. and Thurs.) • Cooking Club (Fri.) • Kids' Choice Zones | |
| 5:45-6:00 pm | Clean Up | |
| 6:00-6:30 pm | Kids' Zone See you tomorrow! | |

POSITIVE GUIDANCE POLICY

Global Children’s Center practices a positive guidance policy that works with our students to develop self- discipline and self-respect. To enhance social and emotional growth, it is vital for students to have the freedom to explore and create, but to also understand the importance of boundaries. Global has adopted the PBIS framework for discipline. This outlines how preventative discipline improves a child's self-esteem and problem-solving skill set while encouraging positive social behavior. This helps us maintain an atmosphere of warmth and understanding as well as allows students to develop as individuals and as part of a group.

We expect our teachers to implement this policy with constructive techniques that include:

- redirecting children to other activities
- encouraging children to reflect and problem solve
- offering positive alternatives for behavior
- providing clear rules and expectations
- role modeling positive behavior

Often inappropriate behavior is a result of misunderstood expectations. Global sites have posters and signs adorning its walls of “Global Codes of Conduct” that students develop with their Directors early in the school year. These are frequently reviewed, so our students are reminded to make good choices and be good role models for others.

BULLYING POLICY

Global maintains a zero-tolerance policy for bullying and will result in suspension and/or termination from the program depending on the severity. Global evaluates each situation individually. We welcome parents as partners in providing us insight into their children’s behavior. As the child's most influential teacher, we will ask parents to work with us to help extinguish a challenging behavior, if it is recurrent. We strive to implement behavior plans and/or contracts that parents are comfortable with and are mutually beneficial for both provider and parent.

Certain behaviors/actions could result in suspension and/or termination from the program. These behaviors include, but are not limited to:

- Bullying/Cyber bullying
- Physical/emotional harm
- Theft
- Intentional damage or destruction of property
- Threatening or harassment to peers and/or staff members
- Leaving Global sites without permission (ex. running out of designated site locations)
- Sexual misconduct
- Use of profanity
- Discriminatory conduct/gestures towards any staff member or peer
- Possession of prohibited items (firearms, inappropriate materials, drugs, etc.)

Children may also be suspended/terminated from Global if a parent or guardian displays inappropriate behavior or disrespectful conduct towards any Global Staff member, Global children, or members of the Global Community.

FAMILY COMMUNICATION & ENGAGEMENT POLICY

We encourage ongoing communication between the staff and parents. Your direct involvement with Global will increase the benefits your child(ren) derives from the program. Global has an open-door policy to encourage families to participate in the daily activities whenever possible.

To keep apprised of Global happenings check out our:

- Weekly email bulletins highlighting upcoming events and activities
- Monthly newsletters that include the service project of the month, new clubs, and all Global news
- Social media platforms (Facebook, Twitter, Instagram)
- Parent board/table in our parent zone on site that holds invaluable resources such as community resources, parenting articles, flyers, and important updates

We believe that parent involvement is one of the most important keys to our growing success. An extra pair of loving hands is always welcome at Global Children's Center. Please offer your time, your talents and your expertise to share in your child's before and after care experience. Whether it's stopping by our Valentine's Day Sock Hop or joining us to speak for Career Club—we love to have our families join whenever it's possible!

Here are some ways parents/guardians can be involved:

- Please feel free to ask questions about our program or make suggestions which you feel would enrich your child's experience at school.
- Join your site's Global Parent Advisory Committee (GPAC). See your Center Director if you are interested in serving as a volunteer representative to make suggestions/recommendations to the program.
- Fill out one of our anonymous online surveys to provide us with your valuable feedback.
- Drop a suggestion in our suggestion box located on the Parent Table!
- Visit or volunteer at one of our Parent's Night Outs or Pajama Movie Parties!

Please feel free to ask questions about our program or make suggestions which you feel would enrich your child's experience at Global!

HEALTH POLICIES OVERVIEW

Global Children's Center encourages children's healthy growth and development in every single aspect. We strive to maintain a healthy environment, support children to develop healthy habits, and ensure that children are healthy and strong.



ILLNESS PREVENTION

One of Global Children's Center top priorities is to protect the welfare of all children and staff members. For this reason, we strive to make sure the spread of any illness be reduced in any environment. If a child has or presents any symptoms of the following, they will be asked to stay home and not return until they have fully recovered:

- any form of gastroenteritis
- a temperature of 100 degrees or more
- strep throat/flu
- any form of eye infection or eye discharge
- any undiagnosed rash
- head lice or nits

If a child presents these symptoms, parents will be contacted immediately to come pick them up. The child will be required to be picked up within an hour or less of notification to the parent.

In order to return to Global, all children must symptom free for at least 24 hours. If a child had lice or nits, they must be nit-free to return to Global. This policy is mandated by the Maryland State Department of Education and it protects the welfare of children and staff.

If a child contracts a contagious disease such as, but not limited to, chicken pox, strep throat, or swine flu, please keep them home and contact us within 24-hours of diagnosis. This allows staff to notify other families and take appropriate steps in sanitation.

MEDICATION ADMINISTRATION POLICY

Maryland Health Department regulations permit child care providers to give prescription and non-prescription medication to children in our care under certain conditions. Prior written permission from the child's parent for prescription medication is a requirement.

Any staff member who has received medication administration training regulated under the state of Maryland is authorized to administer and provide prescription and non-prescription medication to a child under our care.

All medications at each site are stored in a sealed and protected locked box with a padlock for extra measure of security. Any medication that must be stored in specific temperatures are stored accordingly at each Global site.

Global Children's Center works collaboratively with all parents and staff to ensure any child's food allergy is well managed and monitored. All staff is provided with a thorough list that contains all children's allergies and are trained to take all the appropriate prevention measures to ensure the safety of each child.

For Global to administer any medication to a child, every parent must complete the following steps and provide us with the necessary information/forms listed below:

- MSDE Medication Parental Permission Form
- Name of child
- Name of medication
- Dosage
- Time medication is to be given
- Reason medication is to be given
- Dates the medication is to be administered
- Signature of authorization and doctor signature
- First dosage must be given at home

The medication must be delivered to us in its original container. If it is an over-the counter medication, we can only administer one dose per illness. These requirements are mandated by Maryland State Department of Education (MSDE).

SANITATION POLICY

Keeping the child care environment clean is one of the best ways to help ensure that all children stay healthy. At each Global Children's Center site regular disinfecting of all surfaces, learning materials, cloths and linens, and utensils is a part of our daily routine. Global encourages all children to learn and practice good hygiene in school and at home. Some steps we take to ensure they practice these good hygiene skills are:

- Posting Handwashing procedures by each sink
- Washing hands after toileting
- Washing hands before food preparation and eating
- Washing hands after outdoor activities

IMMUNIZATIONS POLICY

The state of Maryland requires that immunization forms for every child must be submitted to childcare providers before childcare services can be given. All medical forms must be updated yearly to ensure our staff has the proper medical information for each child.

In addition, you may opt to fill out the MSDE Medication Administration form if applicable to your child.

Turn in any physical paperwork to Global. You may bring in your complete forms to Global Children's Center at your child's school during business hours, 6:30am-9am or 3:30pm to 6:30pm. Alternatively, you may mail, email, or fax your paperwork to the Global Children's Center main office, located at 12417 Deoudes Rd. Boyds, MD 20841.

SUNSCREEN POLICY

All Global staff are equipped to apply sunscreen to any child whose parent has signed a form authorizing us to do so.

When applying sunscreen, staff take all precautionary methods to ensure that no harmful germs are spread, and everything remains sanitary and hygienic. Staff members use latex-free gloves to administer hypoallergenic sunscreen to each child. After each application, staff remove their used gloves and wear new gloves to administer sunscreen to the next child.

SAFETY POLICIES

Our primary concern is your child's safety and welfare. Children will always be supervised, and every precaution will be taken to prevent any accidents from happening. However, children are active, and accidents do occur.

In the event of an accident, the Director or Teacher will determine the severity of the circumstance and you will be notified at their discretion. Incident reports are filled out for most accidents.

DROP OFF/PICK UP POLICIES

Global Children's Center will not accept responsibility for children before our facilities are open. Children must be signed in and signed out each day at the parent table. Parents must walk their children in each day to the program. All children must be picked up from the center by 6:30 p.m.

Tuition covers care until this time only. A late fee will be charged for any pickups after the assigned time. Details are available on your contract and on our website. Late pick up fees must be paid the following morning. Repeated late pickups will result in a termination of your contract.

We take our responsibility for caring for your children very seriously. We will not let them go anywhere without your notification. If your child is to go home with a friend or be released to anyone who is not listed on your emergency information form, you will need to provide us with advance written notification. All school-age children who wish to leave Global Children's Center for an after-school activity must bring a note from home or they will not be released until the parent or authorized person picks up the child. To protect your child, we will only release children to persons who are authorized on the MSDE emergency information form with proper photo identification.

FIRST AID/CPR CERTIFICATIONS

At Global Children's Center, we know that unintentional injuries will happen from time to time. The best way to handle an unintentional injury is to be prepared before it happens. We ensure that all staff members know how to respond in an emergency and are prepared with all the appropriate supplies to respond in a timely manner.

Each Global site is equipped with a fully stocked First Aid kit, containing all essential items in case of an emergency. They are stored in a safe location where it is out of reach of all children, but easily accessible to any staff member. Each first aid kit is checked every couple of weeks and supplies are replaced regularly.

All Global Children's Center staff are trained and certified in pediatric CPR and all basic first aid administration under Maryland State guidelines.

EMERGENCY PROCEDURES & POLICIES

Safety is the most important priority for Global Children's Center. Therefore, we hold extensive training for all staff members, so they understand their roles in duties and in the event of an emergency. Our emergency response protocols ensure that families are well informed of the nature of the emergency (procedures for parent notification are listed below), that students are safe and the process for pick up. Global Children's Center staff will remain with students until all students are safely with a responsible adult. Global staff practice emergency response protocols and scenarios with our staff during our monthly trainings to ensure the proper response in case such an event occurs. Typical emergencies include loss of electricity, loss of water, and weather-related closures or evacuations. The following policies and procedures are in place:

- Coordinate with the school's emergency policies (i.e. Code Blue/Red)
- Immediately notify parents (see procedures below)
- Hold monthly emergency and fire drills
- Provide Emergency Preparedness training to staff
- Review and update emergency plans and evacuation procedures
- Train staff of their specific duties and responsibilities in an emergency procedure, i.e. bringing the medication box and supplies.

If a child becomes sick or is injured while at the center, parents will be notified immediately. If your child needs immediate medical attention and you cannot be reached by phone, a staff person will call 911 for immediate medical attention. It is important that you provide us with an up-to-date list of contacts for people who are available to pick up your child in case of emergency, listed on a current emergency form.

For your child's health and safety, it is important that you notify us immediately if there are changes during the year in your work or home phone numbers or contact information for others listed on the emergency form.

In the event of an earthquake or other major disaster, parents may not be able to contact the center by phone. Staff will remain with the children at the center until they are picked up by you or an adult designated on the emergency card unless they have been evacuated from the center.

A Center Disaster Plan is posted in each classroom, and fire and earthquake drills are conducted regularly with the children so they will know how to respond and follow instructions in emergency situations. Please become familiar with the evacuation location listed in your classroom in case of relocation of the center.

Emergency contact information is also kept at Global's main office, and listserves for each center are created using the email addresses from this list. Parents and staff may be sent information by email in an emergency or regarding a health or safety issue concerning the center.

WEATHER-RELATED CLOSINGS POLICY

In the event of closings due to weather-related closings, Global Children's Center will follow the Montgomery County Board of Education's Administrative Office policy. Our facility will adhere to the Montgomery County Public School inclement weather schedule, including late openings and early closures. We make this decision by 5:00 a.m. and use the parent notification methods listed below to contact our families.

Procedures for Parent Notification

In the case of an emergency or weather-related closing, parents will be notified through the following mediums:

- Immediate text message and email alerts
- Announcements on local news channels (ABC, CBS, FOX, and NBC News)
- Outgoing phone messages on all answering services
- Announcement on our website
- Announcements on all social media accounts (Facebook, Twitter, Instagram, etc.)
- Make individual phone calls



CONCLUSION

This handbook is designed with information concerning our policies and procedures—important information of which you need to be aware. However, we want you to know that our primary goal is to provide the best care for your child. We will keep your child busy, happy, and well loved. If you ever have any questions or concerns, just let us know. We love to hear from you. We look forward to meeting and getting to know you and your child when you join our Global Children's Center family.

WRITTEN RECEIPT OF FAMILY HANDBOOK

PERMISSIONS

I _____ have read and agree to the terms and conditions of Global Children’s Center’s Family Handbook’s policies and procedures.

I _____ hereby give Global Children’s Center permission to transport my child on all fieldtrips by bus or passenger van.

I _____ hereby consent to the use of my child’s likeness and for my child to be photographed and/or videotaped by Global Children’s Center, Inc. to use on GCC’s Internet web pages, Facebook, Global Brochures and promotional materials. (Children’s names, home addresses, and telephone numbers will not be used.) I have read the Global Children’s Center Parent’ Handbook. I understand and agree to comply with all of the policies and procedures of Global Children’s Center Inc.

Child’s Full Name (Printed): _____

Parent’s Full Name (Printed): _____

Parent’s Signature: _____ Date: _____

Child’s Full Name (Printed): _____

Parent’s Full Name (Printed): _____

Parent’s Signature: _____ Date: _____

Child’s Full Name (Printed): _____

Parent’s Full Name (Printed): _____

Parent’s Signature: _____ Date: _____

This handbook is intended to familiarize families with current Global Children’s Center policies, practices, and standards. Global Children’s Center reserves the right to revise policies, practices and standards as deemed appropriate by Global’s leadership team. Families will be notified of updates to the Family Handbook as they occur. This handbook is the sole property of Global Children’s Center and is company property.