



handy family book

2011-2012

Includes
your new
calendar





**All of us at Wonders
are excited about
the 2011-2012
school year.
This year's
organizational goal
is living our values.**

Welcome Wonders Families,

A new school year is upon us and all of us at Wonders are eager to welcome you and your children into our classrooms and community. Each year the administrative team engages in the process of developing our organizational goal. This year's goal is living our values. We have been reviewing our core values and designing professional development trainings that further the implementation of our values. This is a fitting goal for our 35th year of providing exceptional care and education for children. It provides us with many opportunities for learning and affirms our commitment to children and families

The many of the policies and procedures that inform our work are contained within this Handy Family Book. Please read through this and be sure to keep it handy for future reference. Please be sure to contact us if you have any questions.

The Wonders staff and I extend a very warm welcome and look forward to a fabulous year!

A handwritten signature in black ink that reads "Joanne Hurt". The signature is written in a cursive, flowing style.

Joanne Hurt

EXECUTIVE DIRECTOR

jhurt@wonderschildcare.org



BETTER THAN RAP

rehab
NOT
listening
to you

What's Inside...

Our History5

Our Mission5

Our Organization.....5

**Snapshot of Important
Policies and Procedures 6**

Hours of Operation 6

Program Operation..... 6

School Age Half Days
and Full Days 6

Drop-In Policy 6

Late Pick Up Policy.....7

Tuition7

Enrollment Forms7

Disclosure Policy7

Changes in Enrollment.....7

Health Guidelines.....7

Program Information.....8

Early Childhood Program:
Infants and Toddlers, Preschool
and Pre-Kindergarten.....8

School Age: Before
and After School10

**Program Information
for All Programs 12**

Multicultural and Social

Justice Education12

Inclusion12

Daily Arrival and Dismissal13

Behavior Management13

Field Trips15

Family Events.....16

Birthday Celebrations.....16

Use of Family Mailboxes

and Program Directories16

Giving Us Feedback16

Inclement Weather Policies.....16

Closings due to Power Outages.17

Wonders Health Guidelines.....17

Medication19

Emergencies.....19

Fire Drills.....19

Emergency Contingency Plans. .19

Clothing..... 20

Personal Care Items 20

Nutrition 20

Weather Guidelines..... 20

Reporting Suspected Cases of
Child Abuse and/or Neglect21

**Enrollment
Guidelines 21**

Steps to Apply 21

Refunds and Withdrawals 22

Changes in Enrollment..... 22

Tuition Policies..... 22

Payment 22

Tuition Financial Assistance ... 23

Drop-In Enrollment..... 23

Required Enrollment Forms ... 25

Re-enrollment..... 25

**2011-2012 Program
Year Calendar.....26**

**Wonders Programs
and Contacts39**

Our History

Founded thirty-five years ago to provide quality child care to working families in Chevy Chase, Wonders Child Care has expanded from a single center in the basement of All Saints' Church to nine sites in DC and Maryland. Programs offered are infant/toddler care, early childhood education and school age care, including summer camp and after school enrichment classes.

Our Mission

Wonders Child Care is committed to creating communities for children, families and staff that

- ☀ Are safe and nurturing
- ☀ Enhance positive growth, development and self esteem
- ☀ Provide developmentally appropriate, stimulating and creative curricula
- ☀ Respect and accept people of all cultures, religions, abilities, genders, ages, family structures and sexual orientation
- ☀ Teach respect and acceptance of all people
- ☀ Are accessible, available and affordable to as many families as possible.

Our Organization

The Board of Directors of Wonders Child Care, a nonprofit organization since 1976, governs our organization. This volunteer Board is made up of current and alumni parents, community members and experts in the field of child care.

The programs are administered by Joanne Hurt, Executive Director; Asanki Abeyratne, School Age Coordinator; and Lynn Taylor-Moore, Director of Finance and Administration. Each of the nine programs is managed by a Program Director.

Edgemoor Children's Center is accredited by the National Association for the Education of Young Children (NAEYC). All programs meet the licensing requirements for their jurisdiction.

We take special care in our hiring practices to ensure excellent teaching skills and a professional work culture. We are proud of the dedication, diversity and creativity our staff brings to the classrooms and programs. Wonders staff are leaders in the field.

Wonders has utilized strict and disciplined hiring procedures for over 35 years. We advertise positions in a variety of media. Resumes from respondents are reviewed and those with the appropriate qualifications and experience are called and screened. After the screening, candidates are scheduled for initial in-person interviews. The information from this interview is provided to the Program Coordinators and if the candidate has potential, an interview is scheduled with the Program Director or Program Coordinator. After the interviews are completed and if the decision is made to make an offer of employment, we check references. The Executive Director makes the final hiring decision and offer of employment.

All new hires must be fingerprinted. There are two sets of fingerprints; one goes to the Maryland Criminal Justice Information System and the second to the FBI. We then receive reports back from these agencies informing us of any relevant adverse actions.

All new staff members participate in a thorough orientation with our Human Resources Manager and the Program Director. We review developmentally appropriate practices (going into detail about how they are an integral part of our program planning) and positive interaction strategies with children, families and colleagues.

All new hires receive a copy of the employee handbook that details our policies and standards of conduct.

Every staff member is also given a copy of, and is required to read and abide by, the National Association for the Education of Young Children's (NAEYC) Code of Ethical Conduct and Statement of Commitment. The Code offers guidelines for responsible behavior and sets forth the principles and responsibilities for providing safe, healthy, nurturing and responsive settings for children.

Snapshot of Important Policies and Procedures

For a listing of all Wonders programs, please see the back page of this handbook.

Hours of Operation

Early Childhood Programs 7:30 am to 6:30 pm
Before School Programs 7:30 am to first bell
After School Programs dismissal bell to 6:30 pm
JAS dismissal bell to 6:30 pm

Program Operation

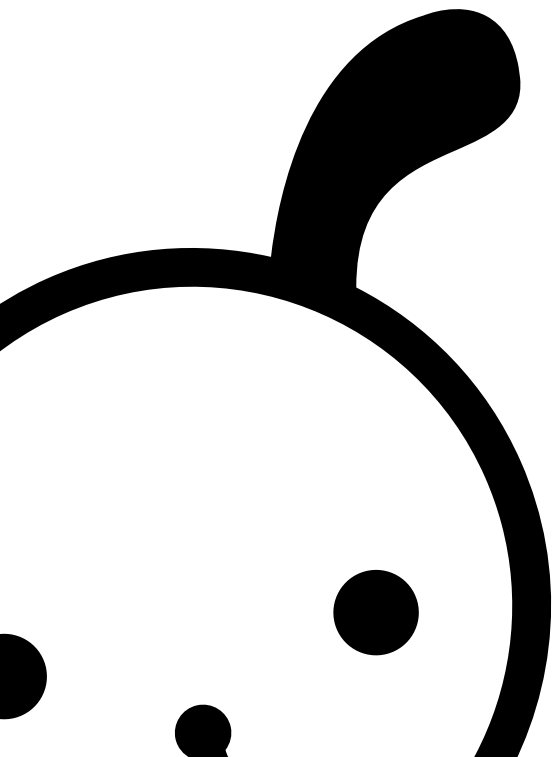
Early Childhood Programs 12 months
School Age Programs School year (10 months)
Summer Camp (2 months)

School Age Half Days and Full Days

We provide care on the days when school is closed for certain holidays and all teacher meetings. On full days, the extended day program begins at 7:30 am and ends at 6:30 pm for all school age programs. On half days, the extended day program begins at dismissal, usually 12:00 pm or 12:30 pm, and ends at 6:30 pm.

Drop-In Policy

There are two types of drop-in options: a) a school age child who is enrolled as drop-in only; and b) a school age or early childhood child who regularly attends a program on a part-time basis and needs an occasional extra day of care. Drop-ins for children who are currently enrolled will be assessed a daily fee, to be added to your monthly invoice. Families whose children who are enrolled as drop-ins only, must participate in the Electronic Funds Transfer (EFT) for fee payment. All drop-ins must be scheduled in advance with the Program Director.



Late Pick Up Policy

There is a fee if you arrive to pick up your child after closing. You must sign a Late Pick Up form upon arrival. Thirty dollars is assessed for the first fifteen minutes (or any portion of the 15 minutes), and an additional \$30 for each 15 minute interval or portion thereafter.

Tuition

Tuition is due the first of each month. Payment may be made by signing up for the Electronic Funds Transfer (EFT) or by check or money order. Mail checks to the business office—4607 Willard Avenue, Chevy Chase, MD 20815—or place in the tuition box at your program site. A late fee of \$50 is assessed against all account balances after the 10th of the month.

Enrollment Forms

All required forms must be completed and returned to your Program Director prior to your child's first day of attendance.

Disclosure Policy

All child and family information is kept confidential by Wonders staff. Information is immediately available to:

- ☀ Administrators or teaching staff who have consent from a parent of legal guardian for the access to records
- ☀ The child's parents or legal guardian
- ☀ Regulatory authorities on request.

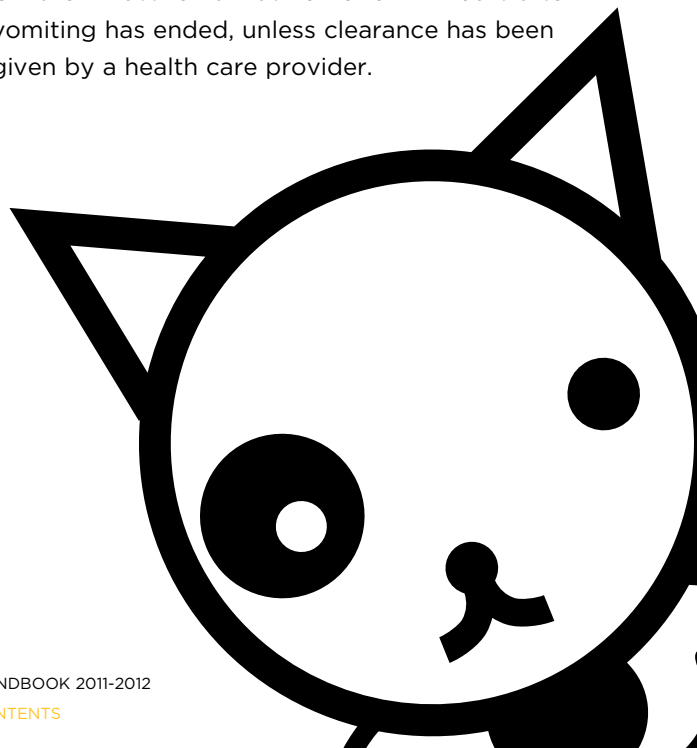
Changes in Enrollment — for more information, see Enrollment Guidelines

Between August 1 and October 1, changes in your child's enrollment schedule will not be accepted. On October 1, written requests will be received and honored in the order of receipt. All changes in enrollment are subject to availability and the discretion of the Program Director.

Health Guidelines

Children who become ill while at the center will be removed from classroom activities to rest until a parent or designee arrives. When notified, it is expected that parents/guardians will promptly come to pick up the child. If the parents/guardians cannot be reached, we will call the emergency contacts listed on the emergency card.

- ☀ Children must remain at home for 24 hours after a fever has broken.
- ☀ Children must remain at home for 24 hours after vomiting has ended, unless clearance has been given by a health care provider.



Program Information

Early Childhood Program: Infants and Toddlers, Preschool and Pre-Kindergarten

Wonders' early childhood programs are designed to nurture each child's social and emotional development while providing learning experiences that enhance development. Infants and toddlers are respected and responded to as individuals. Infants are not expected to conform to a set schedule; instead their caregivers use flexible schedules for feeding, diapering, sleeping and playing to meet each infant's needs. As the toddlers' desire for independence increases, we provide them with more and more opportunities to make choices and to interact with their surroundings.

Preschoolers' learning is thoughtfully and intentionally supported in the areas of language arts, mathematical thinking, science, social studies, the arts, motor skills and social-emotional learning. Children learn skills to help them take care of themselves and each other. The teachers guide children in their discoveries and foster the skills of life-long learning.

Activities are based on the premise that children learn by doing. We believe that your child will discover and learn by making the decisions needed to work through an activity, rather than being told exactly how to accomplish a task. As a result of this process-oriented approach, you will find that no two art projects look the same. Your child will discover many individual approaches to accomplish a task. We support the interests of each child, helping him or her grow in his or her social-emotional and cognitive skill development through hands-on experimentation with materials and concepts.

Curriculum planning in all of our early childhood programs is guided by The Creative Curriculum, a comprehensive, research-based approach to teaching. We believe in using teaching methods that match the way children develop and learn.

Family conferences will be held twice a year, in the fall and in the spring. Conferences are an opportunity for parents and teachers to meet to review your child's progress in all areas of development and to set goals for continued growth and learning. Although we will be sharing information with you about your child on a daily basis, the conference is a valuable time for teachers and parents to partner with the focus on your child.

“Potty Learning”

If your child is less than three years old, he or she may not be using the toilet. Potty learning is a part of the program in our two year old classrooms.

We expect that your child will be out of diapers or in transition by the time he or she moves into the three year old classroom. It is our goal to provide a positive learning experience that is developmentally appropriate for each child in the process of learning about elimination. Bathroom breaks will be positive. The teachers will help your child become interested in learning about using the bathroom and feel successful about his or her progress. We will work together with you to plan positive reinforcement and motivation.

Nap time

For nap time, (excluding infants) please supply a small pillow, a blanket and a favorite soft bedtime item (stuffed animal, special blanket, etc.) in a pillowcase, which has been marked with your child’s name. We will provide the cot sheet. We ask that children who are two years old or older not bring baby bottles or pacifiers to their classrooms. We work with all children to find other ways to make them feel comfortable and secure in their classrooms. For children who do not sleep for the entire nap period, quiet toys and books are available.

The Pre-Kindergarten programs will have a mid-day rest time each day.

Family Participation

We believe that family participation in your child’s school experience supports your child’s learning and growth. It is required that every family with children enrolled in the Wonders early childhood program (infant to pre-K rooms) volunteer ten (10) hours per year. For families with two children or more enrolled in the program, the commitment is still ten hours and can be split between two sites.

There are several ways that family members can volunteer at Wonders, including but not limited to:

- ✳ Serving on the Family Advisory Council
- ✳ Chaperone for field trips
- ✳ Room parent
- ✳ Room photographer
- ✳ Materials preparation
- ✳ Story reader
- ✳ Routine maintenance
- ✳ Sharing hobbies, work-related information
- ✳ Library helper
- ✳ Program support
- ✳ Serving on the Wonders Board of Directors
- ✳ E-mail list coordinator
- ✳ Community partnerships
- ✳ Grant writing
- ✳ Minor repairs and equipment assembly
- ✳ Playground clean-up
- ✳ Organizing and/or staffing for the Politics and Prose Book Fair
- ✳ Organizing and/or staffing for the Wonders Family Picnic

The partnerships and rapport that develop between teachers and families is vital to ongoing communication and connection. Formal parent/teacher conferences will take place twice during the school year. Arrangements will be made for additional meetings, if requested.

Wonders Family Advisory Council

The Wonders Family Advisory Council is focused on supporting the collaboration between the families and the administration of each of our early childhood programs. Members of the Council serve as liaisons between parents and the program directors at each site and the administrative team. The Family Advisory Council also plans parent education workshops throughout the school year.

Duties of Council members

- ✱ Attend monthly Council meetings
- ✱ Develop a working knowledge of Wonders program policies and procedures
- ✱ Communicate information, as needed, to families
- ✱ Communicate feedback such as ideas, concerns, suggestions to program staff
- ✱ Welcome new families to the classroom
- ✱ Plan parent education workshops
- ✱ Recruit and organize parent volunteers
- ✱ Help organize center-wide events (potlucks, etc.)
- ✱ Help communicate and encourage Wonders development efforts (fundraising)

Meetings take place 4 times a year. An email list of Council members is provided to facilitate communication throughout the year.

New Council members are welcome throughout the year. Questions or suggestions may be directed to Joanne Hurt (jhurt@wonderschildcare.org) or Stacy Fuller (sfuller@directv.com) or Sybil Freedman (sybilfreedman@gmail.com).

School Age: Before and After School

The primary goal in our school age program is to create communities for children and their families that are fun, nurturing and enriching. Children are active learners. Wonders' before and after school programs provide an environment where children can safely grow through self-guided and structured play. In addition to fostering imagination, play challenges children to expand social, emotional and intellectual tools. Group leaders carefully plan the program to balance homework with exercise and promote healthy eating habits.

The before school program is designed as a gentle transition time from home to school. Children have the opportunity to read, finish homework, play board games or create artwork. Outside time and active games are also offered.

The after school program curriculum is built around themes that are of interest to the children. Within each theme, there are opportunities for all children to explore and experience activities that are meaningful to them. Our theme-based curriculum incorporates seven learning areas: language and literacy, mathematical thinking, scientific thinking, social studies, personal and social development, physical development and the arts. The afternoon is a blend of child initiated and teacher initiated activities including outdoor play, afternoon snack, group time, choice times, homework and reading time.



On days when schools have scheduled early dismissal or are closed, we provide a half or full day program. These longer days give us the opportunity to enhance our programming by planning special events, inviting specialists in to share their expertise or exploring the larger community on field trips.

Family Participation

We welcome families to join us in our school age programs. You may wish to volunteer to chaperone a field trip, join us for breakfast or come in time to join us in an afternoon activity or game. We appreciate how hectic the mornings and evenings can be for families, but please know that you are always welcome in our programs.

Program Information for All Programs

Multicultural and Social Justice Education

A vital aspect of our program is our commitment to multicultural and social justice education. We carefully create an environment that reflects not only the cultures of the families we serve but the world around us. We believe this validates children's experiences, teaches the importance of valuing similarities and differences and builds the connection between home and school.

Guiding children to accept and respect individual differences is an integral part of our program. We provide an inclusive learning environment through an engaging curriculum, service learning and by promoting respectful relationships.

Wonders Child Care defines family as "People living together either related or not who care for and love one another." Our goal is to be inclusive of the groupings that constitute a family system and we encourage children to share aspects of their home lives. When the children have questions about family, we attempt to answer them honestly and with sensitivity to individual circumstances. We understand that each family may approach this topic in a unique way. Our goal is to support these efforts in any way that we can.

Inclusion

Wonders Child Care makes every effort to accommodate children with special needs. We work closely with families to assess our ability to meet their child's needs and establish an open dialogue to ensure a successful experience in a Wonders program. Classroom teachers receive focused training to provide them with the tools needed to make the classroom accessible and supportive. If it is determined that one-on-one support is necessary, we will discuss arrangements with your family.

We have a partnership with the Center for Outreach in Education (CORE) at the Ivymount School that provides consultation to our teachers and families when we believe a child would benefit from their expertise. Ivymount's consultants are trained occupational therapists, speech/language pathologists and behavior therapists. Consultants for CORE visit preschools and child care centers. The team serves as a community resource for teachers, parents and child care providers in support of children's successful participation in preschool classrooms and school age programs.

Members of the CORE team observe children in the classroom and prepare a report for the family and teachers. They make specific suggestions so that teachers can differentiate their approaches for children who need additional supports.

The decision to invite CORE in for a consultation is made jointly between the family and teachers. Parents sign a consent form prior to an observation. If your child is currently participating in therapy, we request that you share this information with your child's teacher so we can best support him or her in the classroom.

Daily Arrival and Dismissal

Your child must be escorted into the program in the morning and from the program at the end of the day by an adult who is listed on your dismissal authorization form. If alternative arrangements have been made, the staff must be informed in person, in writing or by phone. All individuals listed on the dismissal authorization form and those who are occasionally authorized to pick up your child must be at least 16 years of age. Wonders staff will check the identification of anyone they have not previously met.

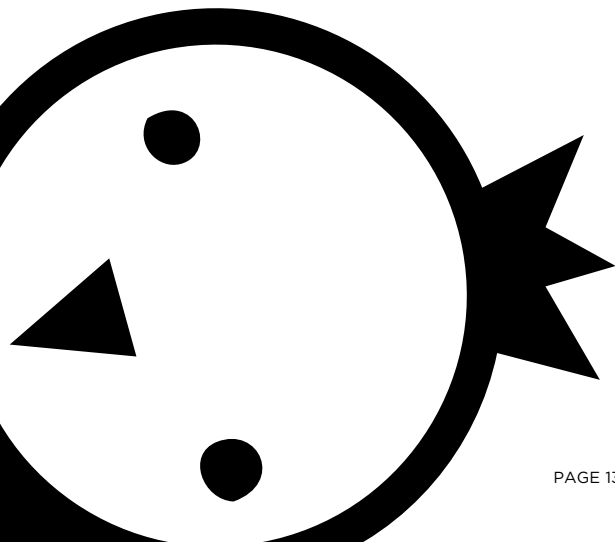
Wonders reserves the right to refuse releasing the child to anyone who appears to be impaired by or under the influence of alcohol or drugs. In the event that the person responsible for your child's arrival or departure appears to be impaired, our staff members will contact those listed as emergency contacts to make alternative arrangements. If the individual becomes agitated or aggressive, our staff will contact the police for assistance.

If a family has child custody arrangements, a copy of the Custody Information form must be in your child's file. If there are specific restrictions mandated by a court order, we must have a copy of the order on file in order to adhere to its requirements. In all other circumstances, we will release your child to either parent.

Behavior Management

We prefer to label policies and procedures concerning the behavior of children as behavior management rather than discipline. We recognize that behavior management implies positive, constructive and cooperative efforts by teachers, families and their children. Thus, behavior management refers to teaching through experiences and modeling of appropriate behavior, rather than punishment.

We know that children can, on their developmental levels, learn to manage their own behavior. By encouraging positive behavior, setting examples and helping children express and understand their feelings, we can guide them to develop appropriate social behavior.



Suggested Communication Path for Families with Wonders Staff and Administrators

This guide does not preclude families' contacting any Wonders administrator with questions/concerns before communicating with a classroom teacher.

(Find program director contact information for each site on the last page of this handbook.)



The Wonders staff members set clear boundaries and explain the classroom expectations. Once these guidelines have been established, they remain consistent. When children need behavioral guidance, staff members help the children describe the situation, their feelings and possible alternative solutions to the problem. They follow up by helping the children plan how they will cope with future situations and remind them when and if the need arises. The aim is, within limits, to give children the power to solve their problems and nurture the skills they will need to do so.

On rare occasions, we must rely on the following guidelines to ensure the safety and well-being of the children in our care and the effective functioning of our programs:

Suspension of enrollment will be decided based on the following factors:

- ☀ The child engages in physical aggression and/or violence
- ☀ The child engages in verbal harassment of peers or staff
- ☀ The child brings an object or substance to the program which is harmful or dangerous

- ☀ The child leaves the grounds of the program without authorization
- ☀ The family account is in arrears more than one month.

The continuation of enrollment will be contingent upon an action plan developed by Wonders and agreed to by the parent or guardian.

Termination of enrollment is the final option only after all possible alternatives have been explored. Wonders reserves the right to terminate enrollment at the discretion of the Program Director, Program Coordinator and/or the Executive Director based on the following factors:

- ☀ We are unable to meet your expectations due to a mismatch in established philosophy or practice
- ☀ The child engages in physical aggression and/or violence
- ☀ The child engages in verbal harassment of peers or staff
- ☀ The child brings an object or substance to the program which is harmful or dangerous
- ☀ The child leaves the grounds of the program without authorization
- ☀ The parent or guardian engages in verbal harassment of children, staff or others in the program
- ☀ The parent or guardian is late in picking up the child more than three times in a 30 day period
- ☀ The parent or guardian brings an ill child to the center more than two times in any 30 day period
- ☀ The parent or guardian fails to promptly pick up an ill child from the center more than two times in any 30 day period
- ☀ The family account is in arrears more than two months

- ☀ The parent or guardian fails to abide by the terms of the Enrollment Agreement, Family Handbook, supporting documents or subsequently issued written policies.

Field Trips

Venturing out of the classroom fosters children's connectedness within the community and offers opportunities to try new experiences.

You will be notified of an impending field trip at least two weeks before the trip. The departure time, destination and chaperone sign-up will also be posted. On field trip days, we request that your child arrive at least 15 minutes prior to our departure time. If your child arrives after the group has departed, you will need to take your child to the trip destination or make other arrangements.

Your signature on the permission authorization form indicates your consent for your child to participate in all field trips.

A higher adult to child ratio will increase the safety and success of our field trips, therefore, we follow strict adult to child ratios. We count on available parent volunteers for our early childhood trips. If we do not have enough parent volunteers, trips will be cancelled.

Family Events

Throughout the year, you will be invited to participate in several family events. These events allow us to share in celebration, learn from one another and build community. We encourage you to join us at the start of the school year for an orientation meeting at which time you will learn about your child's day and center procedures. We will also have pot luck dinners, family game nights and parent education seminars. Information about these events will be distributed prior to each event.

Birthday Celebrations

The Early Childhood Programs welcome the opportunity to celebrate your child's birthday with you. The simple celebration is observed with a low key special snack. Families should provide enough of a healthy snack for all children in the class. NAEYC guidelines state that foods that come from home, for sharing among children, must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. We ask that you coordinate this with your child's teachers so that adjustments can be made to our snack schedule.

Use of Family Mailboxes and Program Directories

There are mailboxes for each family at your program site. These are used for the delivery of Wonders materials such as newsletters, fliers and invoices. We send weekly email newsletters to every parent. Please be sure your program director has your current email address. Families may use these mailboxes to deliver invitations to birthday celebrations or other events, only if the entire class is being invited. If you are not inviting the whole group, we ask that you mail the invitations to homes.

We distribute program directories in our Early Childhood Programs. This is done as a courtesy to our families and they should be used for internal purposes only.

Giving Us Feedback

In our ongoing effort to be as responsive and collaborative with families as possible, we will ask you to complete a Program Evaluation each program year. This form provides us with useful feedback that informs our work and helps us as we plan long- and short-term goals for program improvement.

Of course, we welcome your input any time of year. All of our staff members are receptive to your feedback.

Inclement Weather Policies

We make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff, while still meeting families' needs for child care.

If the Federal Government is closed Wonders is closed.

The following outlines the most likely Wonders schedule based upon Montgomery County Schools' inclement weather decisions. If the District of Columbia Public Schools are open, the Wonders programs located at those sites will be open.

- ☀ If MCPS Schools are CLOSED and MCPS Administrative offices are CLOSED then Wonders is CLOSED
- ☀ If MCPS Schools are CLOSED and MCPS Administrative offices are OPEN then Wonders has a ONE-HOUR DELAY
- ☀ If MCPS Schools are DELAYED TWO HOURS and MCPS Administrative offices are OPEN then Wonders is OPEN

- ☀ If MCPS Schools CLOSE EARLY and MCPS Administrative offices are OPEN then Wonders will close ONE HOUR EARLY

Wonders may close or delay opening at the discretion of the Executive Director.

We make every effort to communicate a decision to close or delay opening as quickly as possible. The decision will be posted on our website, on schoolsout.com and on the outgoing phone messages at the centers.

If the program closes early, you will be notified by phone as well as a posting on our website and schoolsout.com. It is imperative that you arrange to have your child picked up as soon as possible in the event of an early closing. If this is the case, each family will be contacted by phone or e-mail and staff will stay until all children are picked up.

Closings Due to Power Outages

Licensing regulations require us to close for the following reasons:

- ☀ No electricity
- ☀ No water
- ☀ No landline phone service

If we need to close due to any of these reasons, a decision will be made by 11:00 am and pick up will be 1:00 pm. In the case of the school age programs, there will be no after school program. We will contact families by phone to communicate this information.

Wonders Health Guidelines

The following guidelines have been developed with our consulting physician and comply with DC and Maryland licensing requirements. It is our goal to curtail illness and promote healthy environments in our centers.

All children are required to wash their hands upon entering the center each day.

The following require a child to leave the center:

- ☀ A fever of 100.4°F or more
- ☀ Persistent crying
- ☀ Breathing difficulty
- ☀ Diarrhea more than twice
- ☀ Mucus or pus draining from eyes
- ☀ Vomiting
- ☀ Persistent wheezing or coughing
- ☀ Lethargy that interferes with regular classroom activities

Children who become ill while at the center will be removed from classroom activities to rest until a parent or designee arrives. When notified, parents/guardians are expected to come promptly to pick up the child. If the parents/guardians cannot be reached, we will contact the emergency contacts listed on the emergency card.

- ☀ Children must remain at home for 24 hours after a fever has broken.
- ☀ Children must remain at home for 24 hours after vomiting has ended, unless clearance has been given by a health care provider.



NATIONALS

S PARK

PNC

Coca-Cola

202

wonders
MULTICULTURAL EDUCATION

These communicable illnesses require a child to leave the center and stay at home until the illness is no longer contagious:

- ☀ Strep throat
- ☀ Chicken pox
- ☀ Viral diseases (including colds)
- ☀ Flu
- ☀ Conjunctivitis (pink eye)
- ☀ Pinworms
- ☀ Head lice

Written clearance from a health care provider indicating that the child is no longer contagious is required prior to the child's return to the classroom.

All absences should be communicated to the center by 8:00 am. Please notify us if the illness is contagious, so we can alert families to be vigilant for signs of illness. We welcome children back to the center when they are ready to join us in all our activities, including outdoor play. If children are too ill to participate in outdoor play, they should remain at home.

Medication

Medication (including over the counter drugs) will not be administered without a completed and signed Wonders Medication Order Form. If a form is not available, the health care provider may use stationery or a prescription pad to make the request, which must include the following: 1) name and dosage of the medication, 2) duration and specific instructions for administration, 3) possible side effects and 4) provider's signature.

Medication must be provided to the classroom teacher or program director in the original container in which the medicine was dispensed, including pharmacy label. Never place medicine in a lunch box or back pack.

Over the counter drugs ordered by the health care provider must be marked with the child's name.

Emergencies

In the event of an extreme medical emergency, requiring immediate treatment, the following procedures will be followed:

- ☀ Families will be notified and, concurrently, the staff will contact emergency personnel.
- ☀ The responding emergency team will determine whether hospitalization is necessary.
- ☀ If a hospital visit is required, the child will be transported to the closest hospital by ambulance and will be accompanied by a staff member.
- ☀ If injury occurs while the class is participating in an off campus field trip, the injured child will be transported to the closest hospital with a staff member.
- ☀ In the event the injury does not require an ambulance, but does require a hospital visit, you will be contacted and may elect to have the Program Director or other staff member transport your child to the hospital where you can join them.
- ☀ In the event the parents are not available, Wonders will notify the emergency contacts listed on the emergency cards.

Fire Drills

Evacuation fire drills are practiced every month. The drills take place at varying times of the day. Records of the drills are maintained at each site.

Emergency Contingency Plans

A copy of the emergency plan for each center is posted at each site and is distributed to the families at the beginning of each school year.

Clothing

Children should wear sneakers or rubber soled shoes to prevent injury during outdoor play. Please remove any cords or strings, which may become entangled in playground equipment, from jackets, sweatshirts and other outerwear.

Please do not dress your child in personalized clothing or other identifying accessories, to prevent identification by strangers.

Please dress your child in weather-appropriate clothing at all times. We go outside in a variety of weather conditions.

Children in our early childhood programs must have a change of weather-appropriate clothing stored in the classroom. Please be sure to label each item with your child's name and include two pairs of underwear, socks, shirts and long or short pants.

Personal Care Items

Diapers and wipes for infants and toddlers are supplied by the parents or guardians.

Nutrition

We provide a healthy snack at each of our programs and a prepared lunch at the Edgemoor and Leland Children's Center. The snacks offered at JAS are Kosher. We follow state guidelines for the foods we serve. We intentionally offer familiar as well as unfamiliar foods to encourage a wide range of healthy eating habits.

Our staff members create a relaxed environment for eating—teachers sit with the children, engage in conversation, promote self-help skills, model respectful interactions and encourage community-building.

We let children eat as little or as much of the food that is presented to them. We do not force children to eat certain foods nor certain amounts of food. Children will eat more on some days than on others. This is to be expected during their development. School age children must bring lunch during full date programs. We encourage you to provide balanced and healthful food items for lunch. Please do not send more than one sweet snack. We do not permit candy, gum or soda in lunches—these will be sent home with your child.

We work with families to be responsive to food allergies. If your child has a food allergy, please notify your Program Director. Edgemoor Children's Center is a peanut free center due to the presence of infants and toddlers in the program.

Weather Guidelines

Outdoor play is essential to children's health and well being. Children need to run, climb and play outdoors. The time children spend outdoors each day is just as important to their learning as the time they spend in their classrooms. For teachers, the outdoors offers many ways to enrich the curriculum and support children's learning and development.

It is our goal to take the children outside each day.* We utilize weather guidelines to ensure that we have limited outdoor play during extreme weather. Flexibility in the schedule also allows us to extend our outdoor play on fair weather days.

** Including an occasional rainy day*

The following guidelines have been established for healthy outdoor play:

Cold Weather

- ☀ Temperature/wind chills of 30°F or higher:
Regular outdoor play times are followed
- ☀ Temperature/wind chills between 15-30°F:
15 to 20 minutes maximum outdoor play time
- ☀ Temperature/wind chills of 15°F or below:
No outdoor play time

We ask that children have winter coats, scarves, hats and gloves each day during the winter season. We will put snow clothes on children when snow is on the ground. Therefore, we request that all children have snow clothes (snow pants, boots, etc.) with them as the weather dictates.

Hot Weather

Temperatures/Heat Index of 96° or higher and/or Code Red Air Quality:

- ☀ Outdoor activities will be limited to 15 minutes at a time. The total amount of outdoor time for the day will not exceed one hour.
- ☀ Outdoor field trips or field trips requiring an un-air-conditioned bus ride of more than 45 minutes one way will be substituted with an indoor trip with a shorter bus ride. Swimming outdoors must be limited to one hour.
- ☀ Medication, that has been provided by the parents of children who have asthma or other diagnosed respiratory illnesses, will be taken on trips.
- ☀ Cold water will be available.

Reporting Suspected Cases of Child Abuse and/or Neglect

All child care providers are required by law to report any suspected cases of physical, mental or sexual abuse and neglect to the Office of Child Protective Services. Once a report is made, staff members are expected to cooperate with any investigation undertaken by Child Protective Services or the police.

Enrollment Guidelines

Wonders Child Care Center is dedicated to a policy of non-discrimination. We enroll children on a first come, first served basis, but do give alumni, siblings and children of staff priority at all of our sites. Additionally, due to our required lease arrangement, employees of the Montgomery County government receive priority at Leland Children's Center and Edgemoor Children's Center. The number of spaces available for enrollment at each site is determined by the licensed capacity of each classroom.

Steps to Apply

- ☀ Contact Wonders with any questions or to request additional information.
- ☀ Open houses are available at our ECE programs and program tours are available at our School Age programs.
- ☀ Submit an application with a \$50 non-refundable Application Fee for the Early Childhood Program and \$35 non-refundable Application Fee for the School Age Program.
- ☀ If a full or part time space is available, you will be asked to submit a deposit and a non-refundable registration fee.

- ☀ Drop-in only enrollment requires an annual nonrefundable registration fee and enrollment in the Electronic Funds Transfer (EFT) for payment. No deposit is required for Drop-in only enrollment.
- ☀ There is an annual non-refundable registration fee in the School Age Program.
- ☀ If no spaces are available, your application will be held on a waiting list at no additional cost.

Refunds and Withdrawals

- ☀ Your deposit will be held until you indicate your decision to withdraw from the program. For your convenience, the deposit will hold your child's space from year to year.
- ☀ Early childhood programs are 12 month programs. Written notice of withdrawal must be received by the Program Director at least 30 days in advance of the last day your child will attend. You are responsible for the full tuition during the last 30 days of enrollment.
- ☀ School age programs are 10 month programs. To withdraw you must submit 30 days' written notice to the Program Director. You are responsible for the full tuition during the last 30 days of enrollment.
- ☀ You may choose to use your deposit as a contribution to the Wonders Financial Assistance Fund or have it refunded to you. Failure to comply with the notification requirement will result in forfeiture of your deposit.
- ☀ Refund checks typically require six weeks' processing time after the child's enrollment ends.
- ☀ For early childhood, changes in days enrolled in the summer are subject to availability and are approved at the sole and absolute discretion of the Program Director.

Changes in Enrollment

If you wish to change the number of days your child is enrolled, you must submit this request in writing at least 30 days prior to the anticipated change date. We cannot accept requests for changes between August 1 and October 1. All changes are subject to availability and the discretion of the Program Director. Additional days will be granted only if space is available. Reducing days is not automatic, as we must be able to fill the newly vacated spot. Families are responsible for the full payment of the original schedule until notified by Wonders that the change has been made.

Tuition Policies

When you enroll, the Program Director will confirm the monthly tuition amount. Each family will receive an enrollment agreement which must be signed prior to matriculation. Your signature on this document indicates your agreement to pay the applicable fees throughout your child's enrollment and to abide by our policies. The following policies govern our tuition procedures:

Payment

- ☀ Tuition invoices are issued on the 15th of every month and payment is due on the 1st of each month.
- ☀ Invoices cover the month following the invoice date.
- ☀ If your child's first day falls between billing periods, you will receive a prorated invoice. This tuition payment is due, in addition to the deposit and registration fee.
- ☀ Payments received after the 10th of the month will incur a late fee of \$50.
- ☀ Invoices are emailed to families or placed in the on-site family mailboxes, if requested.

- ☀ To avoid the incorrect posting of payments, please write your child's name on every check or money order.
- ☀ Payments must be made to Wonders Child Care and mailed to 4607 Willard Avenue, Chevy Chase, MD 20815 or placed in the tuition box at each program site.
- ☀ Electronic Funds Transfer (EFT) is available to all families. You may enroll in this program by completing a short form and submitting a voided check.
- ☀ Wonders reserves the right to change the tuition rate with one month's notification to parents.
- ☀ Families whose accounts are in arrears for one month or more will no longer be admitted to the program.
- ☀ A \$35 charge will be assessed in the event that a check is returned due to insufficient funds. A 2% credit card processing fee will be assessed to those families using a credit card. All drop in only families must enroll in the Electronic Funds Transfer (EFT) program.
- ☀ The full tuition rate is due regardless of absence due to illness, vacation, inclement weather closings, federal holidays or other causes.

Tuition Financial Assistance

Wonders offers a unique financial program, that annually provides approximately \$160,000 in child care tuition-assistance to families. The Wonders Financial Assistance Fund is fundamental to who we are as a child care organization and a community. We strive to make our programs accessible to as many families as possible.

Applying for tuition assistance

- ☀ Families may apply for tuition assistance after enrolling in the program.
- ☀ Interested families must complete the application form (available at each program site, the business office and soon on our new website) and submit it with documentation to the Financial Assistance Committee.
- ☀ The Committee confidentially reviews each application.
- ☀ If tuition assistance is awarded, you will receive notification from the Committee.
- ☀ Applications will be accepted throughout the year.
- ☀ Families receiving tuition assistance must reapply annually and must be current in their tuition payments in order for their application to be considered.
- ☀ We also accept Child Care Subsidy vouchers such as Working Parents Assistance and Purchase of Care. All Program Directors have information about these programs.

Drop-In Enrollment

Drop-in enrollment is available to all of our families. Early childhood programs offer drop-in to children currently enrolled in our programs on a part time basis. School age programs offer drop-in to children enrolled on a part time basis or to children enrolled as drop-in only.

Currently enrolled part time families may occasionally add days. To do this, you must first check with the Program Director, at least 24 hours in advance, to ensure availability. The drop-in fee will be added to your next invoice.



Enrolling your school age child for the drop-in only option offers you scheduling flexibility. An application form must be completed each year and submitted with the non-refundable registration fee. All enrollment forms (including signing up for Electronic Funds Transfer) must also be submitted prior to participating.

Drop-in is offered on a first come, first served basis. If you are a school age family, we need at least one week's notice for a full or half day drop-in reservation. We kindly ask school age families to notify us of a reservation cancellation at least 48 hours in advance for full and half days.

Required Enrollment Forms

Parents must submit the following forms prior to enrollment for each child enrolled in Wonders programs, including the drop-in only option:

- ✳ Emergency Cards (3)
- ✳ Immunization Report
- ✳ Enrollment Agreement
- ✳ Dismissal Authorization
- ✳ Health Inventory
- ✳ Permission Authorization
- ✳ Parking Agreement (Park Children's Center Only)
- ✳ Emergency Medical Consent

Family information forms also required:

- ✳ General Authorization and Release
- ✳ A Parent's Guide to Regulated Child Care
- ✳ Custody Information
- ✳ Family Information Form
- ✳ E-mail List/Directory Form

Additional forms for programs in the District of Columbia:

- ✳ Dental/Oral Health Assessment Form
- ✳ Registration Record for Child Receiving Care Away from Home
- ✳ Authorization for Child's Emergency Medical Treatment
- ✳ DC Child Health Certification

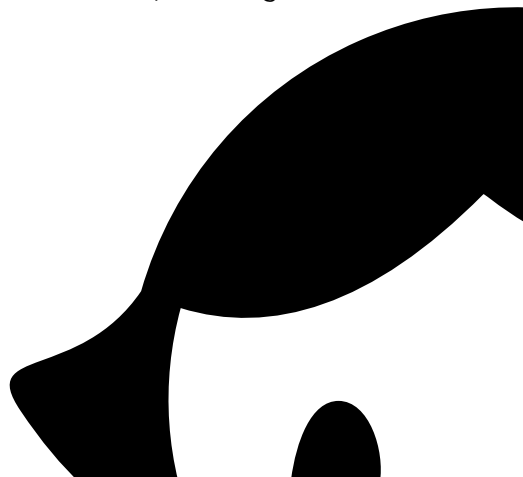
These forms ensure that we meet state licensing requirements and have a greater understanding of each child and family. All information must be current.

Your child will not be able to enter the program until his or her file is complete. It is the family's responsibility to give Wonders updated contact information if addresses or phone numbers change.

All child and family information is kept confidential by Wonders staff.

Re-enrollment

Each year, re-enrollment forms are distributed to families. Early childhood families will receive their forms in January. School age families will receive their forms in April. At that time, you will indicate your intentions for the following school year. All families must complete this form so we can begin the enrollment process for new, incoming families.



Wonders 2011-2012 Program Year Calendar

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12 LAST DAY OF SUMMER CAMP	13
14	15	16	17	18	19	20
21	22 <i>Wonders Staff Development Week</i> ECE & SCHOOLAGE PROGRAMS CLOSED FIRST DAY OF SCHOOL DCPS HORACE MANN OPEN	23 <i>Wonders Staff Development Week</i> ECE & SCHOOLAGE PROGRAMS CLOSED HORACE MANN OPEN	24 <i>Wonders Staff Development Week</i> ECE & SCHOOLAGE PROGRAMS CLOSED HORACE MANN OPEN	25 <i>Wonders Staff Development Week</i> ECE & SCHOOLAGE PROGRAMS CLOSED HORACE MANN OPEN	26 <i>Wonders Staff Development Week</i> ECE & SCHOOLAGE PROGRAMS CLOSED HORACE MANN OPEN	27
28	29 FIRST DAY OF SCHOOL MCPS, WONDERS ECE & SCHOOLAGE PROGRAMS	30 FIRST DAY OF SCHOOL JAS	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5 <i>Labor Day</i> ALL PROGRAMS CLOSED	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 EARLY RELEASE DAY MCPS FULL DAY PROGRAM JAS	29 FULL DAY PROGRAM MCPS JAS CLOSED	30 JAS CLOSED	



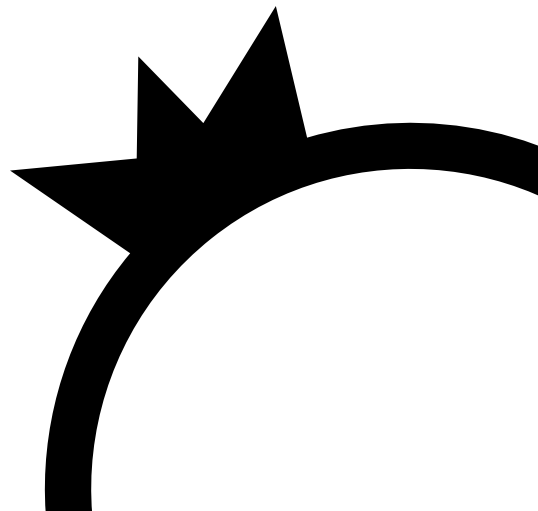
October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7 EARLY RELEASE DAY JAS	8
9	10 <i>Wonders Fall Staff Professional Dev. Day</i> ALL PROGRAMS CLOSED	11	12 EARLY RELEASE DAY JAS	13 JAS CLOSED	14 JAS CLOSED FULL DAY PROGRAM HORACE MANN	15
16	17 FULL DAY PROGRAM HORACE MANN	18	19 EARLY RELEASE DAY JAS	20 JAS CLOSED	21 JAS CLOSED FULL DAY PROGRAM MCPS	22
23	24	25	26	27	28 EARLY RELEASE DAY HORACE MANN	29
30	31 FULL DAY PROGRAM MCPS					



November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10 EARLY RELEASE DAY MCPS	11 EARLY RELEASE DAY MCPS FULL DAY PROGRAM JAS, HORACE MANN	12
13	14 FULL DAY PROGRAM JAS	15	16	17	18	19
20	21	22	23 EARLY RELEASE DAY MCPS FULL DAY PROGRAM JAS	24 ALL PROGRAMS CLOSED	25 ALL PROGRAMS CLOSED	26
27	28	29	30			



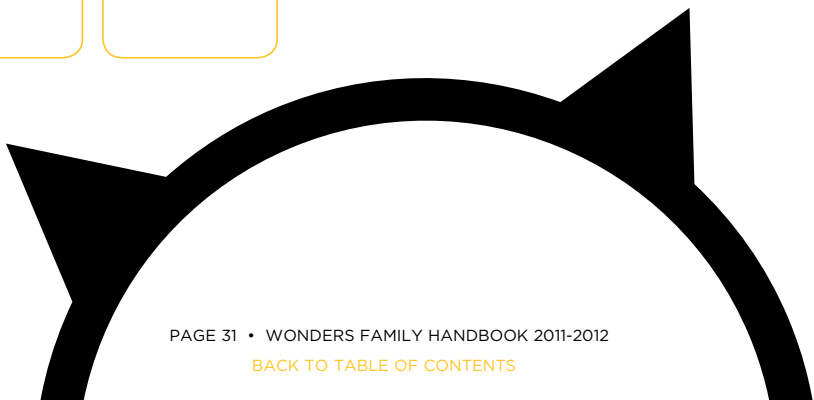
December 2011

S	M	T	W	T	F	S
				1	2 FULL DAY PROGRAM HORACE MANN	3
4	5 FULL DAY PROGRAM JAS	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 FULL DAY PROGRAM HORACE MANN	23 JAS CLOSED FULL DAY PROGRAM HORACE MANN	24
25	26 ALL PROGRAMS CLOSED	27 ALL PROGRAMS CLOSED	28 FULL DAY PROGRAM MCPS, HORACE MANN, JAS	29 FULL DAY PROGRAM MCPS, HORACE MANN, JAS	30 FULL DAY PROGRAM MCPS, HORACE MANN, JAS	31



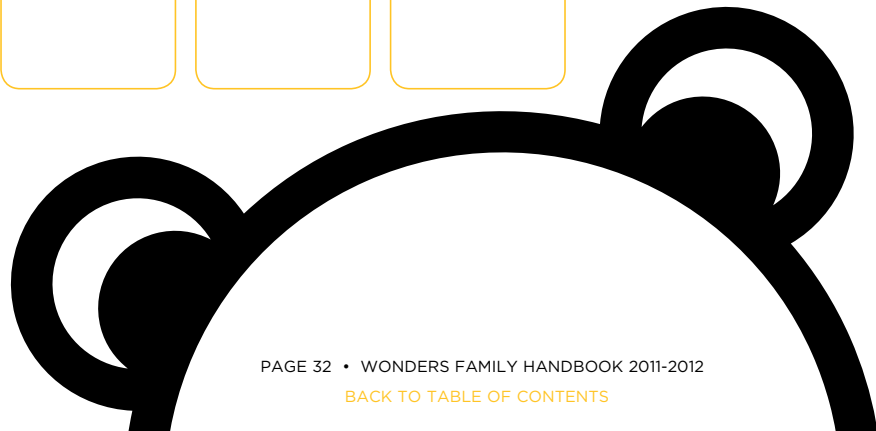
January 2012

S	M	T	W	T	F	S
1	2 ALL PROGRAMS CLOSED	3	4	5	6	7
8	9	10	11	12	13	14
15	16 ALL PROGRAMS CLOSED	17	18	19	20 EARLY RELEASE DAY HORACE MANN	21
22	23 FULL DAY PROGRAM MCPS	24	25	26	27	28
29	30	31				



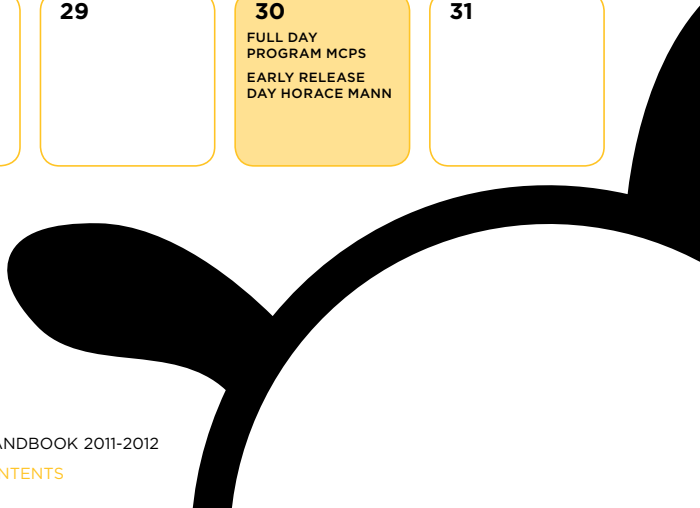
February 2012

S	M	T	W	T	F	S
			1	2	3 FULL DAY PROGRAM HORACE MANN	4
5	6 FULL DAY PROGRAM HORACE MANN	7	8	9	10	11
12	13	14	15	16 EARLY RELEASE DAY JAS	17 FULL DAY PROGRAM JAS	18
19	20 ALL PROGRAMS CLOSED	21	22	23	24	25
26	27	28	29			



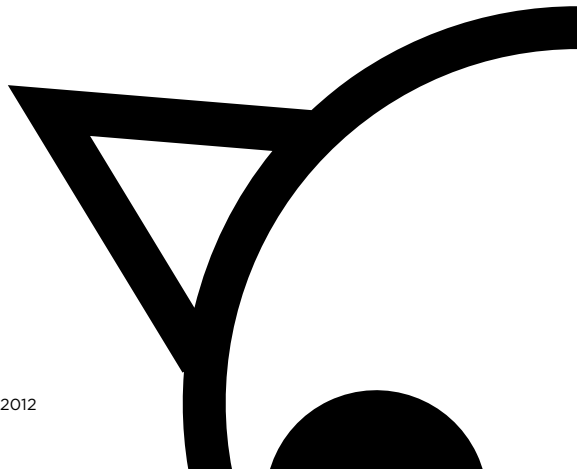
March 2012

S	M	T	W	T	F	S
				1	2 EARLY RELEASE DAY MCPS	3
4	5	6	7	8 EARLY RELEASE DAY JAS	9	10
11	12	13	14 FULL DAY PROGRAM JAS	15	16	17
18	19 FULL DAY PROGRAM JAS	20	21	22	23 FULL DAY PROGRAM HORACE MANN	24
25	26	27	28	29	30 FULL DAY PROGRAM MCPS EARLY RELEASE DAY HORACE MANN	31



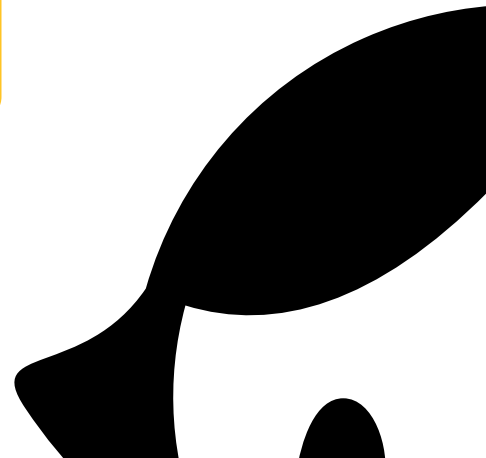
April 2012

S	M	T	W	T	F	S
1	2 FULL DAY PROGRAM MCPS, HORACE MANN	3 FULL DAY PROGRAM MCPS, HORACE MANN	4 FULL DAY PROGRAM MCPS, JAS, HORACE MANN	5 FULL DAY PROGRAM MCPS, JAS, HORACE MANN	6 ALL PROGRAMS CLOSED	7
8	9 <i>Wonders Professional Development Day</i> ALL PROGRAMS CLOSED	10 JAS CLOSED	11 JAS CLOSED	12 JAS CLOSED	13 JAS CLOSED	14
15	16 FULL DAY PROGRAM HORACE MANN	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



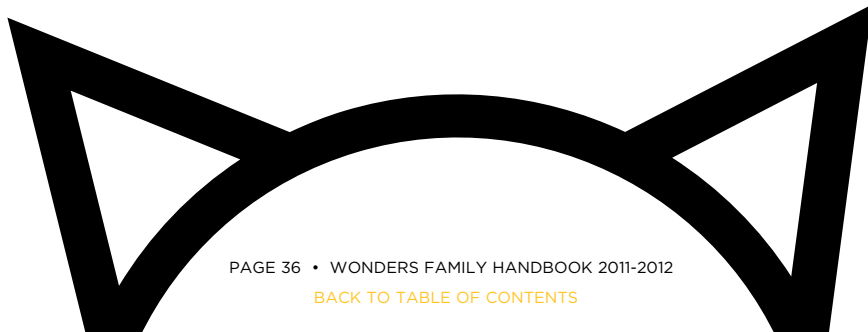
May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7 FULL DAY PROGRAM JAS	8	9	10	11	12
13	14 FULL DAY PROGRAM HORACE MANN	15	16 EARLY RELEASE DAY JAS	17	18	19
20	21	22	23	24	25 FULL DAY PROGRAM JAS	26
27	28 ALL PROGRAMS CLOSED	29	30	31		



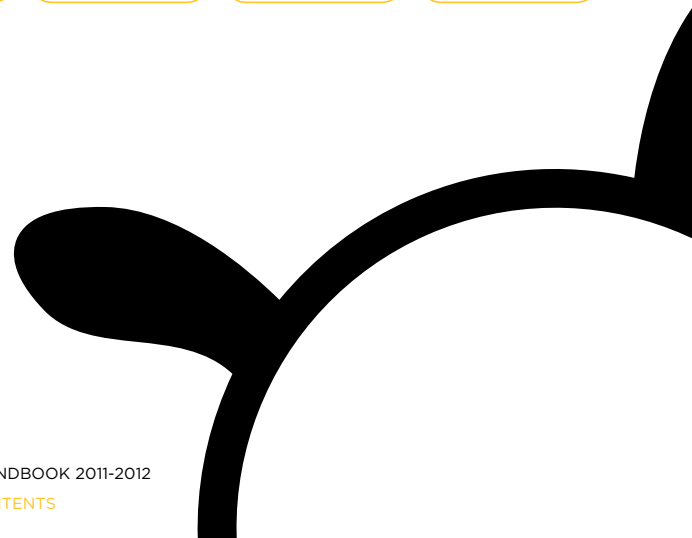
June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12 LAST DAY OF WONDERS SCHOOL AGE PROGRAMS	13	14	15	16
17	18 SUMMER CAMP BEGINS	19	20	21	22	23
24	25	26	27	28	29	30



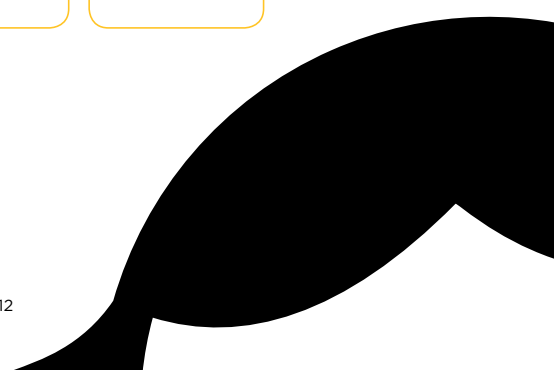
July 2012

S	M	T	W	T	F	S
1	2	3	4 ALL WONDERS PROGRAMS CLOSED	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Wonders Programs and Contacts



Bethesda Extended Day¹

Before and After School Care
Cecil Calliste
ccalliste@wonderschildcare.org
Bethesda Elementary School
7600 Arlington Road
Bethesda, MD 20814
(301) 654-6003



Chevy Chase Extended Day²

Before and After School Care
Gerald Bolden
gbolden@wonderschildcare.org
Chevy Chase Elementary School
4015 Rosemary Street
Chevy Chase, MD 20815
(301) 654-7914



Edgemoor Children's Center³

Full Day: Infants, Preschool, Pre-Kindergarten
Miciel Demarco
mdemarco@wonderschildcare.org
4805 Edgemoor Lane
Bethesda, MD 20814
(301) 907-4080



Horace Mann Extended Day⁴

Before and After School Care
Chris Beltz
cbeltz@wonderschildcare.org
Horace Mann Elementary School
3401 Nebraska Avenue, NW
Washington, DC 20016
(240) 994-9429



JAS Extended Day⁵

After School Care
Paul Barrow
pbarrow@wonderschildcare.org
Jewish Primary Day School
6045 16th Street, NW
Washington, DC 20011
(202) 291-5142



Leland Children's Center⁶

Full Day Preschool, Pre-Kindergarten
Shatabdi Das
sdas@wonderschildcare.org
4301 Willow Lane
Chevy Chase, MD 20815
(301) 654-8143



North Chevy Chase Extended Day⁷

Before & After School Care
aabeyratne@wonderschildcare.org
North Chevy Chase Elementary School
3700 Jones Bridge Road
Chevy Chase, MD 20815
(301) 654-9101



Rosemary Hills Extended Day⁸

Before & After School Care
Elizabeth Baird
ebaird@wonderschildcare.org
Rosemary Hills Primary School
2111 Porter Road
Silver Spring, MD 20910
(301) 588-7494



Somerset Extended Day and Somerset Pre-K⁹

Before & After School Care
Ebony Ellis
eellis@wonderschildcare.org
Somerset Elementary School
5811 Warwick Place
Chevy Chase, MD 20815
(301) 656-4270



Wonders Business Office¹⁰

admin@wonderschildcare.org
4607 willard avenue
chevy chase, maryland 20815
(301) 654-5339
Fax (301) 652-9533



Final note about communications

Throughout this handbook, there are many references to how and when we will communicate with you. However, all of our efforts will be meaningless if we don't have current, up-to-date contact information. It is extremely important that you provide accurate information on your enrollment forms. It is also important that we are promptly given any changes in address, work, home or cell phone numbers and email address. Your timely cooperation is greatly appreciated.

wonderschildcare.org