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Our Philosophy/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.

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."

Non-discrimination Information

Global Children's Center is a for-profit before and afterschool childcare program. Our services are available to all eligible children (as determined by the Maryland State Department of Education) regardless of gender, race, or creed. Global Children's Center embraces all students, including those with specialized needs, and ensures each child feels comfortable and welcomed at all of our sites.

Age Range

Global Children's Center provides care for children ages 5 years through 12 years of age.

Days of Operation

Global Children's Center is open year-round, Monday through Friday. In centers where school-age care is provided, care is available before and after school as well as whenever school is not in session, including spring and winter breaks, early release days, and other closed school days.

To view our full calendar of openings and closings, please visit our website:

www.globalchildrenscenter.com

Health

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.



Nutrition

Global Children's Center will provide a daily morning snack and afternoon snack for children who are in care at GCC at snack time. On holidays and school closings, please send in a packed lunch, a snack and a drink for your child. We ask that you not send sodas or candy, which not only contain "empty calories," but also can affect behavior and sleep patterns.

Wellness/Illness

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

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 GCC 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

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



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

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.

Programs

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.

Homework Time

GCC provides one hour for "Homework 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. In addition, Global Children's Center works hand in hand with Tutor For America Now, a local non-profit that provides volunteers at no additional cost to parents. These volunteers work one-on-one with Global CC students on homework, general studying, and other enrichment activities.

Clothing

Children should be dressed in clothing that is appropriate for the weather, including appropriate shoes. During the winter, hats and gloves or mittens are necessary for outside play. Please label all clothing and items with your child's complete name to prevent lost items.



Children will be spending a majority of their time at play; therefore, please dress them in clothing that is ok to get dirty.

Cell Phone Policy

We do not want to distract our children from the activities and learning at GCC. We, therefore, ask you to keep your child's cell phone at home. If you need to get in touch with your child, please feel free to call the center phone at any time. In addition, all center directors carry cell phones and can be reached at any time during program hours.

Safety

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.

Fire Drills/Emergency Evacuations

During the year, many types of emergencies could occur. We believe that every child's safety is very important and want to notify each parent of all the emergencies Global is prepared for.

The event most likely to take place at one of our sites is evacuation. If we need to remove the children and staff from the center, we will relocate them to their pre-determined evacuation site.

Another type of emergency that may take place is a Code Blue/Red lockdown. If there was a situation near the school, i.e. fire in the neighborhood, police activity, etc., the school will be put on a Code Blue lockdown. This requires all exterior doors to be locked and be monitored either by MCPS staff or our own Global staff. Children will continue with their daily activities, however; they will not be permitted outdoors.

The other type is a Code Red. A scenario that would require this type of action might be an intruder in the building. This requires all children and staff to shelter in the room they are occupying. The staff will lock all doors, cover all windows, turn off all lights, and move the children to a safe corner of the room away from windows and doors. The Director will alert all staff when this situation is over and will also keep in close contact with MCPS during either of these situations.



In all types of emergencies, parents will be notified by an email and on our website. If you have any questions regarding our Emergency Response Plan, please see your director or contact them via email/phone.

Drop Off/Pick up

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.



Inclement Weather

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

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

Positive Behavior Practices

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.

Communication to Students

At Global we strive to provide choices for our students to learn, redirect our children, reflect and problem solve, and finally, provide clear rules and expectations. 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.

Communication to Parents, Staff, and Bullying Incidences

Global maintains a zero-tolerance policy for bullying and will result in suspension and/or termination from the program depending on the severity. However, Global evaluates each situation individually. We would hope to identify and investigate challenging behavior before it comes to a head. We welcome parents as partners in providing us insight into a child'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 would open a dialogue and create a behavior plan or contract that parents are comfortable with and are mutually beneficial.

In both our employee manual and parent handbook, our aforementioned procedures for discipline are clearly outlined. Staff are trained monthly on Global procedures regarding discipline, and parents are kept apprised of Global philosophies in our weekly emails, monthly newsletters, and displays at our centers.

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.

Tuition/Enrollment

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.

On our website, parents can easily click on the "Registration" tab, and click on the "Global Children's Center" contract link to submit their application. Once our parents complete their online contract, they will receive a confirmation email immediately notifying them that they have completed a successful application. In their confirmation email, there are two links embedded for them to complete their MSDE Emergency Form and the MSDE Health Inventory Form. This makes it an easy process for our parents to know what forms are required prior to beginning the program with us. Please note that the registration process yields a processing time of at least 2 business days.

Admissions and Required Forms

Before a child is admitted to GCC, 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 (available for online submission)
- MSDE health inventory form
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All these forms are available on our website: www.globalchildrenscenter.com under the registration tab.

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.



Tuition Fee Schedule

School Age Programs	5 Days a Week	4 Days a Week	3 Days a Week	2 Days a Week	1 Day a Week
Before School	\$60.00	\$52.00	\$39.00	\$26.00	\$13.00
After School	\$60.00	\$52.00	\$39.00	\$26.00	\$13.00
Before & After School	\$120.00	\$104.00	\$78.00	\$52.00	\$26.00

Drop in Care

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 GCC. You will need all the required forms by 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 that the site is properly staffed. 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.

School Age Programs	Drop-in Session - AM	Drop-in Session - PM
	\$25.00	\$25.00

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.)

Schedule Changes

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 prior to the change. Please be aware that the main office must approve all schedule changes before they can take effect.

Withdrawal Policy

If a parent would need to withdraw their child from the program, we require a two weeks 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 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.

Absences, Vacations, Holidays, and Closings

When GCC 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.

Inclusion

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.

Communication with Parents

On our enrollment form, we provide a section that requests copies of a child's Individualized



Family Service Plan (IFSP) or Individualized Education Program (IEP), if there are specific health requirements or disabilities that parents wish to share with Global. The aforementioned documents provide invaluable guidance and resources on how to best highlight the unique strengths and needs of our children who have specific health care requirements or disabilities.

We are always available to meet with parents to provide them support and to share information so we can be understanding of each child's individual need, and enhance their development and learning. We are always eager to collaborate with our families, and other educators to support all of the children in our program.

Specialized Staff Training

All Global staff are required to take the "Including All Children" and the "Americans with Disabilities Act" training. This course provides instrumental information on inclusionary practices, along with resources and strategies to support our children and families.

Lesson Planning and Materials

Global ensures that typical lesson plans, routines, and activities incorporate the well-being of our special needs students by providing specialized equipment and opportunities to have meaningful peer-to-peer interactions.

We provide multisensory materials at our sites, including clay, putty, pencil grips, chunky crayons, magnifying lenses, large print reading materials, and textured objects. In line with our philosophy of supporting all children and their multiple intelligences, Global strives to provide diverse activities and a wide selection of materials to stimulate and engage the growth of every child.

Global staff are always available to meet with parents for additional support and information and is accepting and understanding of differences. No two children are alike, and we understand the importance of working with parents, school staff, and the rest of the community as a collaborative team.

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.

Permissions

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 Name:

Parent's Signature Date:

Child's Name:

Parent's Signature Date:

Child's Name:

Parent's Signature Date:

