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Developing Young Minds One Day At A Time

Welcome Letter

Welcome to Impressionable Years Childcare where amazing things are happening for little children. We are so happy that you selected our center to meet your childcare needs.

I would like to discuss a little bit about our center and what we offer. Our hours of operation are Monday – Friday, 6:30 AM – 6:30 PM. We have an open door policy here at Impressionable Years Child Care Center. Please visit our beautiful website at www.impressionableyears.com.

Our center serves morning and afternoon snacks. You (the parent), are responsible for your child's lunch on a daily basis.

Personal belongings/toys should be left at home. Impressionable Years Child Care Center is not responsible for lost, stolen or broken personal belongings or toys.

Potty training here at Impressionable Years Child Care Center requires that all two (2) year olds be potty trained before entering the three (3) year old classroom unless otherwise agreed upon from the administration. If your child is not potty training by his/her third birthday, he/she will not be able to proceed to the three (3) year old class. In this event, you are required to pay the two (2) year old rate until your child is eligible to move up or another space becomes available. We prefer no pull-ups at our center. We recommend that parents begin the potty training process on a Friday, through the weekend, and bring them in on Monday in underwear. Please provide the center each day with at least 3 complete sets of clothing while potty training.

Please clearly label all belongings with first and last name. Children will need all necessary paperwork to complete their file, any medication, a change of clothes which include a shirt, pants/shorts, underwear and sock, sheets, blanket, small pillow and a stuffed animal for comfort, if needed for their first day.

Infants, please be sure to clearly label all belongings with first and last name. All bottles must be premade at home. Please label both the cap of the bottle and the bottle itself. All food must be labeled with the child's first name, last name, and date. Anything that is brought in and put into the refrigerator must go home that evening. Refrigerator bins must be empty at the end of the day.

Your infant will need a change of clothes, a sheet and a receiving blanket only. Pacifiers, bottles, spoons, bibs, burp cloths, diapers, wipes and ointment (if needed). Ointment must have a medication form filled out by the parent in order for the teachers to apply it to the child.

Again, thank you for selecting Impressionable Years Child Care for your childcare needs. We are very excited to build relationships with parents and create a stable foundation for your child.



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Impressionable Years 2020/2021 Enrollment Contract

Impressionable Years Enrollment Contracts are good through the date you sign up until the following school year in September. A re-registration fee will be due in September to register for the New Year!

_____	_____	_____	_____
Application Fee	Deposit	1st Week Tuition	Registration Fee
_____	_____		
Enrollment Date	Start Date		
Please circle form of payment			
1st Time Charge	Check	Money Order	Tuition Express
	Credit Card	Cash	
Child's #1 _____ DOB _____ Classroom # _____ Tuition _____ Program Participation: Infant/Toddler Twos Preschool Pre-Kindergarten School Age Schedule: Full-Time Care Part-Time Care (M, T, W, TH, F)			
Child's #2 _____ DOB _____ Classroom # _____ Tuition _____ Program Participation: Infant/Toddler Twos Preschool Pre-Kindergarten School Age Schedule: Full-Time Care Part-Time Care (M, T, W, TH, F)			
Child's #3 _____ DOB _____ Classroom # _____ Tuition _____ Program Participation: Infant/Toddler Twos Preschool Pre-Kindergarten School Age Schedule: Full-Time Care Part-Time Care (M, T, W, TH, F)			
Child's #4 _____ DOB _____ Classroom # _____ Tuition _____ Program Participation: Infant/Toddler Twos Preschool Pre-Kindergarten School Age Schedule: Full-Time Care Part-Time Care (M, T, W, TH, F)			
Parent/Legal Guardian			
Name: _____ DOB _____ SSN _____			
Address: _____			
Home Phone: _____ Cell Phone: _____ Email: _____			



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Employer: _____	Work Phone: _____
Parent/Legal Guardian	
Name: _____	DOB _____ SSN _____
Address: _____	
Home Phone: _____	Cell Phone: _____ Email: _____
Employer: _____	Work Phone: _____
Required Forms Before Enrolling:	
_____ MSDE/OCC Health Inventory (Immunization/Lead Testing)	
_____ Emergency Card	
_____ Medication Order Form	

The fee for care will be _____ per _____. Tuition is to be paid in advance of care.

Hours of Operation: We open our doors at 6:30 AM and close promptly at 6:30 PM, Monday through Friday.

Late Pick-Up: There will be a \$2.00 per minute late fee charged per child for anyone picking up after 6:30 PM. There are no exceptions.

Attendance: All children must arrive at the center by 10:00 AM. If you will be late, you must call by 9:00 AM so that the teachers are informed of your child's anticipated arrival. If you arrive after 10:00 AM and you have not called ahead of time, care may be denied for that day. Parents are only allowed 3 late days per month.

Registration: There is a non-refundable registration fee to hold your child's spot which is due at time of enrollment and every September thereafter.

Re-Registration: Each child must re-register annually. We offer spaces first to our families who are currently enrolled. If you register after March 1) your registration fee will be applied to the upcoming school year.

Security Deposit: This fee due at enrollment is held as your last week of tuition when proper notice is given (equivalent to one week's tuition). Note if two week notice is not given your security deposit will be forfeit. If you have paid your security for a pre start and do not give four week notice from your start date, you forfeit your security deposit. There are no monetary refunds for security deposits.

First Weeks Tuition: Due on the first day of care.



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Withdrawal: You must inform us with a written notice of withdrawal two weeks in advance. If a two weeks written notice to withdrawal is not provided, your security deposit will not be applied to your child's final week of tuition.

Activity/Book Fee: Children ages 1 through Pre-K will be a charged an annual activity fee for the fall session that runs from September to June. This fee is due before the fall sessions begin. The activity fee pays for books, materials, supplies, and activities for the year. The activity fee is _____ and is due by September 30 (this fee can be prorated to coincide with your start date). We use the creative and ABEKA curriculum. Each child is provided with their own workbooks.

Summer Camp Fee: The summer camp fee for School Age pays for all field trips, activities, supplies materials. The summer camp for ages 1-4 pays for all scheduled in-house performances, activities, materials and supplies. This is an annual fee and this session runs from June through August. This fee is always due by May 31. ALL CHILDREN 1 year old and up will be required to pay the Summer Camp Activity fee to continue enrollment through the summer.

Tuition Express: We offer a service through Tuition Express that allows you to pay your tuition electronically. Impressionable Years will automatically withdraw weekly or monthly from your checking account or from your credit card; whichever you decide.

Tuition: If you decide not to use Tuition Express, tuition is due the Friday before the first of the month or the Friday before the next week or the Friday before your next two weeks. Tuition is paid in advance of care. You may choose to pay with cash, money order, credit card or a personal check. A service fee 2% will be charged for credit card payments.

Returned Checks: There will be a \$25.00 charge for returned checks made to Impressionable Years Child Care Center for non-payment.

Overdue Accounts: Childcare will not be available for accounts not paid in full by Monday at COB. All accounts must remain in good standings and current or childcare will be denied. There will be a \$25 late fee charge each week that your account is not current.

Vacation: We ask that you inform the Center of any vacation you have planned in advance. We do not offer any free weeks of care, including vacation weeks.

Bus Charge for School Age: If you do not notify us that your child will not be returning from school there will be a \$5 inconvenience fee for our driver waiting for your child.

Drop-In Care: We offer drop-in care to ages two and older. Please see current rate sheet for pricing.

School Age Drop in Days: Care will be offered for before and after care children when school is closed. A \$75 fee will be charged IF your child attends. There will be no charge for delayed opening or early dismissal.

Food Services: We offer breakfast and an afternoon snack daily to children ages two through Pre-K. We provide an afternoon snack for school age children. When school is closed and we are open for school



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age children, they must pack a lunch for the day. The parents for children under the age of two must provide breakfast, lunch and an afternoon snack daily for their child.

Peanut Free Facility: For the safety of all the children, we are a peanut free facility. We will not serve any food items that contain peanuts or peanut oil.

Holidays: We are closed for the following holidays: New Years Day, Independence Day, Labor Day, two days at Thanksgiving, and the Christmas Holiday between Christmas and New Years. There are no reductions in tuition for care during holiday closings.

Center Closings: There are no reductions in tuition due to child or parent illness, legal holidays, in-service training, closing due to inclement weather or other emergency conditions.

Personal Belongings/Toys: Personal belongings/toys should be left at home. We are not responsible for lost, stolen or broken personal belongings/toys.

Parent Participation: Parent participation will be required from every family. All families are required to donate one-hour to the Center or they may sell items for our fundraisers over the course of the school year. Parent Participation may be done through a variety of activities and opportunities as listed but not limited to:

Parent Bulletin Boards

Workshops

Parent/Teacher Conferences

Attending Fundraiser Events

Classroom Helpers

Field Trips

Story Time

Website Maintenance

Newsletters

Preparing Materials

Computer Work from Home

Potty Training: We require that all two year olds be potty trained before entering the three year old classroom. If your child is not potty training by his/her third birthday, he/she will not be able to proceed to the three (3) year old class. In this event, you are required to pay the two (2) year old rate until your child is eligible to move up or another space becomes available. Pull ups are not permitted at the daycare. We recommend that parents begin the potty training process on a Friday, through the weekend, and bring them in on Monday in underwear. Please provide the center each day with at least 3 complete sets of clothing while potty training.

Essentials Needed for First Day: Please be sure to CLEARLY LABEL ALL BELONGINGS WITH FIRST AND LAST NAME with a permanent marker. Children will need all necessary paperwork to complete their file (i.e., medication, emergency form and all other completed forms from your packet), a complete change of clothes which includes a shirt, pants/shorts, underwear and socks, sheet, blanket, small pillow and a stuffed animal for comfort if needed.

Infant Essential Needs: Please be sure to CLEARLY LABEL ALL BELONGINGS WITH FIRST AND LAST NAME with a permanent marker. All bottles must be premade at home. Please label both the cap of the bottle and the bottle itself. Any homemade foods must be labeled with the child's first name, last name, and date. Anything that is brought in and put into the refrigerator must go home that evening. Refrigerator



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bins must be empty at the end of the day. Your infant will need: a change of clothes, a sheet, receiving blankets only, bottles, spoons, bibs, burb cloths, diapers, wipes and ointments. Ointments must have a medication form filled out by the parent in order for the teachers to apply on the child.

We agree to provide care as described in the Parent Handbook. The Parent(s) or Guardians agree to abide by the conditions and directions described in this contract and in the Parent Handbook.

This contract shall remain in force until superseded by a later contract or until the parent(s) or guardian(s) give their two weeks written notice of withdrawal. Impressionable Years Child Care Center reserves the right to terminate this contract at any time.

I HAVE READ THIS CONTRACT AND I UNDERSTAND AND AGREE TO THE CONDITIONS AND POLICIES OF IMPRESSIONABLE YEARS CHILD CARE CENTER.

Parent/Guardian Signature _____
Date

Parent/Guardian Signature _____
Date

AGREED

Administrator's Signature _____
Date

<u>FOR OFFICE USE ONLY</u>			
Registration Fee: \$ _____	Date _____	Received: _____	Check/Receipt #: _____
First Week Deposit: \$ _____	Date _____	Received: _____	Check/Receipt # _____
Security Deposit: \$ _____	Date _____	Received: _____	Check/Receipt # _____
Book Fee: \$ _____	Date _____	Received: _____	Check/Receipt # _____
Activity Fee: \$ _____	Date _____	Received: _____	Check/Receipt # _____
Notes: _____			



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Dear Parent/Guardian(s),

Impressionable Years Child Care Center was recently named Best Learning Center in the Gambrills and Crofton area. We are proud to have teachers on our premises that are credentialed and approved by The Maryland Department of Education and The Maryland Office of Childcare (OCC).

To keep Impressionable Years Child Care Center flourishing and growing, we must follow all rules and regulations provided by The Maryland Office of Childcare (OCC).

The Maryland Office of Childcare mandates the teacher/child ratio must be adhered to at all time during operating hours.

To ensure that Impressionable Years stays compliant with all ratios, rules and regulations, we may move children for a day or a short period of time throughout the day.

When your child(ren), (Infant, Toddlers and Preschoolers) are moved throughout the day, this helps Impressionable Years Child Care Center maintain the ratios inside the classrooms at all times.

Please sign and date to acknowledge you have received this notice and return this notice to the main office.

Impressionable Years Child Care Center would like to thank you in advance for your cooperation concerning MSDE COMAR rules and regulations.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



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Photo Disclosure Update

From time to time, we will be taking pictures of your child/children. We will also have important messages we would like to get to you quickly. Please sign this updated disclosure, website (internet) permission, brochure permission, and e-mail notification form. Please complete the form and return it to the main office.

Child's Name

Parent's Name

Photo Release:

_____ I understand that Impressionable Years Child Care Center will be taking pictures and using those pictures for various forms of advertising and publishing. I further understand these pictures may appear in the company's newsletters, brochures, Impressionable Years Child Care Center website, flyers, postcards, e-mails and thank you notes with or without your child's name.

_____ I understand that Impressionable Years Child Care Center will be taking pictures and using those pictures for various forms of website advertising, emails, enrollment specials and publishing materials. I further understand these pictures may appear without names only.

_____ I understand that Impressionable Years Child Care Center will be taking pictures. I DO NOT under any circumstances want any pictures of my child published for any reason or purpose.

I further understand that it is my responsibility to update this form in the event I no longer wish to authorize on or more of the above uses. I agree this form will remain in effect during the term of my child's enrollment.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



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CLOSED HOLIDAYS

**Impressionable Years Child Care Center will be closed the following
Holidays:**

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Holiday

(In-Service Days to be advised)



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Initial Infant Plan

General Information from Parent to Caregivers

Date: _____

Name of Child: _____ DOB: _____

What and When Child Eats:

BREAKFAST: _____ TIME: _____

SNACK: _____ TIME: _____ AM: _____ PM: _____

LUNCH: _____ TIME: _____

DINNER: _____ TIME: _____

BOTTLES: TIME _____ AMT _____ TIME _____ AMT _____ TIME _____ AMT _____

NAP TIMES: AM _____ PM: _____

BOWEL MOVEMENTS PER DAY: _____ APPROX. TIMES: _____

NUMBER OF DIAPERS CHANGES DAY: _____

SPECIAL CONCERNS AND INFORMATION: _____

Parent's Signature: _____

Date: _____