



EARLY LEARNING CENTER

FULL DAY PROGRAM

ELC

@ Hartford Community College



ABC



Dear Parents:

Thank you for your interest in Harford Community College's Early Learning Center for Two-, Three-, Four-, and Five-Year-Olds. Enclosed you will find registration materials to enroll your child in the 2016-2017 program.

Two-Year-Old Program

(Full Time)

Tuition: \$205 per week

One Time Materials Fee: \$99

Course: 45008

Three-Year-Old Program

(Full Time)

Tuition: \$205 per week

One Time Materials Fee: \$99

Course: 45010

Four/Five-Year-Old Program

(Full Time)

Tuition: \$205 per week

One Time Materials Fee: \$99

Course: 45012

Two-Year-Old Program

(Part Time)

Tuition: \$165 per week

One Time Materials Fee: \$99

Course: 45009

Three-Year-Old Program

(Part Time)

Tuition: \$165 per week

One Time Materials Fee: \$99

Course: 45011

Four/Five-Year-Old Program

(Part Time)

Tuition: \$165 per week

One Time Materials Fee: \$99

Course: 45013

Our Early Learning Center is open 6:30 AM-6:00 PM Monday – Friday.

You have the option of full-time preschool (4 days per week or more) or part-time preschool (3 days per week or less, must be consistent days each week).

Please read the Policies and Procedures of HCC's Early Learning Center carefully so there is no confusion for the school year.

Complete and return all of the following to register:

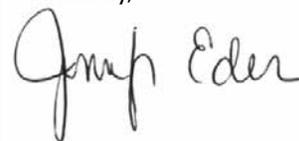
1. Signed Policies and Procedures Form
2. Billing Form
3. Registration Form
4. Waiver
5. Non-refundable payment of two weeks tuition
6. Non-refundable materials fee

Complete and return all of the following before your child's first day of class:

1. Emergency Form
2. Parent's Guide to Regulated Child Care Acknowledgment Form
3. Student Information Sheet
4. All About Me Form
5. Health Inventory Form with Lead Addendum and Immunization Record (signed by doctor)
6. Cot/Diaper Permission (if applicable)
7. Enrollment and Liability Release

Please complete and return the forms as soon as possible. Registration is accepted on a first-come, first-served basis, so we encourage your response as soon as possible. You may register in person at the Early Learning Center, Monday-Friday from 8 AM to 4 PM.

Sincerely,



Jennifer Eder

Early Learning Center Manager

ph: 443-412-2393

jeder@harford.edu

HCC Early Learning Center (ELC)

Welcome!

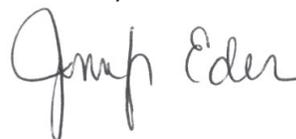
Welcome to the HCC Early Learning Center!

HCC is delighted that you have chosen to enroll your child in our program. Here are some helpful hints that should get your child off to a great start:

1. The following information must be completed and submitted to the Director prior to your child's first day:
 - Registration Form with Materials Fee
 - Payment for Two Weeks of Care
 - Enrollment Form
 - All About Me Form/Student Info Sheet
 - Enrollment/Liability Release
 - Registration Agreement
 - Emergency Card
 - Cot/Diaper Permission (if applicable)
 - Parent's Guide to Regulated Child Care - Acknowledgment Form
 - New Health Inventory Form with Lead Addendum and Immunization Record
2. On your child's first day, please bring the following items labeled with your child's name:
 - Quiet time bedding (*crib-sized sheet, travel-size pillow, small blanket – stored in a zippered bag or small duffel bag)
 - Diapers and wipes (if child is not yet potty-trained)
 - Shoebox-sized plastic box with a complete change of seasonal clothing inside
 - A nutritious, packed lunch (with nothing to heat up, please) if you arrive after 10:00 AM
3. Tuition payments are due every Friday for the following week of care. Payments must be made by check, money order, or credit card and should be made out to HCC and include child's name and H-ID number. **A late charge of \$25 will be applied to any account not paid in full by the due date.**
4. Your child will be assigned a cubby and a mailbox. When you drop off your child, please sign in, put your child's belongings in his or her cubby, and escort your child to the classroom. When you pick up your child, please sign out, collect items from the cubby, and check his or her mailbox for information/projects to be sent home.
5. In each classroom, you will find a parent board with information on our menu, curriculum, lesson plans, and daily routines.
6. Please do not bring toys from home into the Center. We provide plenty of activities for your child to enjoy.

Thanks again for enrolling your child in our program. Please contact the Early Learning Center Manager Jennifer Eder at 443-412-2393 if you have any questions or concerns.

Sincerely,



Jennifer Eder

HCC Early Learning Center (ELC)

What to Expect

What to Expect From Preschool

Children succeed when given opportunities to learn about the world around them. We understand the importance of promoting creativity and self-expression, while also using the latest technology to deliver an engaging academic curriculum.

Our Preschool program encourages children to:

- ✓ *Develop senses* through food and tasting experiences, art, music, and listening
- ✓ *Share ideas* and experiences in group discussions
- ✓ *Express feelings* in group discussions using art and music activities or stories
- ✓ *Problem-solve* using dramatic play and science experiments
- ✓ *Increase intellectual abilities* using letter and number recognition, multicultural experiences, and science activities
- ✓ *Exercise imagination* with art activities, dramatic play, and storytime
- ✓ *Develop concentration skills* by listening to others in groups and working individually on projects
- ✓ *Strengthen large and small motor skills* with activities like marching, dancing, or fingerplays, and using writing/drawing utensils, scissors, and playdough

Children feel more comfortable when they know what to expect from school each day. At the Early Learning Center, a schedule and routine has been established:

- ✓ *Arrival*—Choose learning center activities.
- ✓ *Breakfast*
- ✓ *Opening exercises* using children's names, calendar, and pledge
- ✓ *Introduction* to the day's activities
- ✓ *Learning Centers/Small group activity* including art, music, dramatic play, science, social studies, math, or reading readiness
- ✓ *Outdoor play/activity room*
- ✓ *Lunch*
- ✓ *Nap or quiet time*
- ✓ *Snack*
- ✓ *Story time, songs, finger plays*
- ✓ *Table time/Centers*
- ✓ *Dismissal*

If you have any questions regarding our program or need registration information:

Jennifer Eder
Early Learning Center Manager
ph: 443-412-2393
jeder@harford.edu

A PARENT'S GUIDE TO REGULATED CHILD CARE

Important Information for Parents of Children in Child Care Facilities

A publication of the Maryland State Department of Education, Division of Early Childhood Development, Office of Child Care is available at:

www.marylandpublicschools.org/MSDE/divisions/child_care/child_care.htm

This Section Provides Information About:

- The requirements that State-regulated family child care homes and child care centers must meet,
- Your rights and responsibilities as the parent of a child in regulated care, and
- How and where to file a complaint if you believe your child care provider has violated State child care licensing regulations.

Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education (MSDE), Division of Early Childhood Development. Within the Division, child care licensing is the specific responsibility of the Office of Child Care (OCC), Licensing Branch.

All child care facilities must meet minimum health, safety, and program standards set by Maryland law. To remain licensed, facilities must maintain compliance with those standards. Every licensed facility is inspected by OCC at least once each year to evaluate the facility's compliance with child care regulations.

OCC's thirteen Regional Offices are responsible for licensing activities, including:

- Issuing child care licenses;
- Inspecting child care facilities;

- Investigating complaints against licensed child care facilities;
- Investigating reports of unlicensed (illegal) child care; and
- Taking enforcement action when necessary to achieve compliance with regulations.

There are two types of regulated child care facilities: family child care homes and child care centers.

Family Child Care Homes and Child Care Centers Must Meet the Following Requirements:

- Have the approval of OCC, the fire department and other local agencies, as required (i.e., zoning, health, and environment)
- Provide care only in the areas of the facility that have been approved for use
- Have the license issued by OCC posted where it is easily and clearly visible to parents, which shows:
 - the maximum number of children who may be present at the same time;
 - the age groups which may be served;
 - the facility's approved hours of operation.
- At all times, each child must be supervised in a manner appropriate to the child's age, activities, and individual needs.
- All areas of the facility used for child care must be clean, well lit, and properly ventilated. Room temperatures should be comfortable.
- If food service is provided, food must be stored, prepared, and served in a safe, sanitary and healthful manner.
- The facility must offer a daily program of indoor and outdoor activities that are appropriate to the age, needs and capabilities of each child.
- An up-to-date emergency information card must be on file and maintained for each child.

- The facility must post an approved emergency evacuation plan and conduct evacuation drills at least monthly.
- Child discipline procedures must be appropriate to a child's age and maturity level and may not include the deliberate infliction of physical or emotional pain. Corporal punishment of any kind is strictly prohibited.

There are certain requirements that apply only to homes or centers.

Family Child Care Homes

- Up to eight children may be in care at the same time if the home meets certain physical requirements. No more than two children under the age of two, including the caregiver's own, may be in care at the same time unless the home has been approved to serve additional children in this age group and an additional adult is present. Under no circumstance may care be provided at the same time to more than four children under the age of two.
- Each applicant for a family child care license must:
 - Have a criminal background check and child abuse/neglect clearance;
 - Submit a recent medical evaluation;
 - Complete pre-service training requirements, including certification in first aid and CPR.
- Each adult resident of the home must also have a criminal background check and child abuse/neglect clearance.
- After becoming licensed, the caregiver must periodically complete additional training. Also, current certification in first aid and CPR must be maintained at all times.
- Each caregiver must have at least one substitute who is available to care for the children in the event of the caregiver's temporary absence from the home. Each substitute is subject to approval by OCC and must have a child abuse/neglect clearance. If paid by the

caregiver, a substitute must also have a criminal background check. Before allowing a substitute to provide care, the caregiver must tell the substitute how to reach parents in the event of an emergency and familiarize the substitute with the home's child health and safety procedures.

- Give written authorization before any medication may be administered to your child;
- Be notified immediately of any serious injury or accident. If your child has a non-serious injury or accident, you must be notified on the same day;
- File a complaint with OCC if you believe that the caregiver has violated child care regulations.
- Any complaint you make to OCC about the care your child is receiving will be promptly investigated by OCC;
- Review the public portion of the licensing file for the facility where your child is or has been enrolled, or where you are considering enrolling your child.

Child Care Centers

The Center Director and staff members who have group supervision responsibilities must meet minimum education, experience, and training qualifications. They must also meet continued training requirements each year.

The Director and all paid center employees must complete a criminal background check and a child abuse/neglect clearance, and submit a medical evaluation.

In each classroom, staff/child ratios and maximum group size requirements must be maintained at all times. The following table shows some basic age groupings and the applicable requirements:

Age Group	Ratio	Maximum Size
0-18 months	1:3	6
18-24 months	1:3	9
2 years	1:6	12
3-4 years	1:10	20
5 years or older	1:15	30

For every 20 children present, there must be at least one staff member who is currently certified in first aid and CPR.

Your Rights and Responsibilities as a Child Care Consumer

You have the right to:

- Expect that your child's care meets the standards set by Maryland's child care licensing regulations:
Available online at www.marylandpublicschools.org/MSDE/divisions/child_care/regulat
- Visit the facility without prior notification any time your child is there;
- See the rooms and outside play area where care is provided during program hours;
- Be notified if someone in the family child care home smokes. In child care centers, smoking is prohibited;
- Receive advance notice when a substitute will be caring for your child in a family child care home for more than two hours at a time;
- Give written permission before a caregiver may take your child swimming, wading, or on field trips;

How Do I File a Complaint?

If you wish to file a complaint, contact the OCC Regional Office in the area where the child care facility is located. Complaints may be filed anonymously. Listed below are Regional Offices and their main telephone numbers.

Region	Phone Number
1 Anne Arundel County	410-514-7850
2 Baltimore City	410-554-8300
3 Baltimore County	410-583-6200
4 Prince George's County	301-333-6940
5 Montgomery County	240-314-1400
6 Howard County	410-750-8770
7 Western Maryland Hagerstown - Main Office Allegany County Field Office Garrett County Field Office	301-791-4585 301-777-2385 301-334-3426
8 Upper Shore Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties	410-819-5801
9 Lower Shore Somerset, Wicomico, and Worcester Counties	410-713-3430
10 Southern Maryland Calvert, Charles and St. Mary's Counties	301-475-3770
11 North Central Cecil and Harford Counties	410-272-5358
12 Frederick County	301-696-9766
13 Carroll County	410-751-5438

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated.

If you need additional help, you may contact the main office of the OCC Licensing Branch:

Program Manager, Licensing Branch
MSDE Office of Child Care
200 West Baltimore Street, 10th Floor
Baltimore, MD 21201
410-767-7805

Additional Information

The Maryland Child Care Credential

Maryland has a voluntary child care credentialing program that recognizes child care providers' education, experience and professional activities at six levels. Credentialed providers are authorized and encouraged to display the seal issued by the MSDE Office of Child Care.

Program Accreditation

Child care programs have the option of becoming state or nationally accredited. Accreditation means that the facility and staff have met program standards of quality.

Child Care and the Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) requires all child care programs to make reasonable efforts to accommodate children with disabilities. For more information about the ADA, please contact the OCC Regional Office in your area or one of the following organizations:

LOCATE: Child Care

Maryland Committee for Children, Inc.
608 Water Street
Baltimore, MD 21202
Phone: 410-752-7588
www.mdchildcare.org

Maryland Developmental Disabilities Council

217 East Redwood Street, Suite 1300
Baltimore, MD 21202
Phone: 410-767-3670
800-305-6441 (within Maryland)
www.md-council.org

State of Maryland

Office of the Governor
Maryland State Department of Education
State Superintendent of Schools

Dear Parent/Guardian:

Maryland child care regulations require your child care provider to verify that you received a copy of "A Parent's Guide to Regulated Child Care." On the lines below, please write the name of each child you have placed in the care of this provider. **Complete and sign the statement at the bottom, tear off and give this portion of the brochure to the child care provider for retention in the facility's files.**

Child's Name

Child's Name

Child's Name

Child's Name

I, _____,
have received a copy of the consumer education brochure entitled "Parent's Guide to Regulated Child Care."

Date

Signature of Parent/Guardian

HCC Early Learning Center (ELC)

Full-Day Preschool Program

Financial Statement

Tuition Fees

Registration must be completed each year, and an annual registration fee must be paid. Payment for tuition is due on the Friday before the following week of care.

Payment Policies

Payment can be made by check, money order, or credit card. Please put your child's name and H-ID number on the check or money order. Make check or money order payable to Harford Community College (HCC). Credit cards may be swiped weekly in the ELC front office. Payments may be made in the ELC Manager's office or placed in the ELC drop box. A receipt will be provided only upon request.

Late Payment Policy

A late charge of \$25 will be applied to any account not paid in full by the due date.

If payment is late, then parents will receive a letter concerning late payments and a date for termination of services if payment is not received. To avoid disruption of service, your account must be made current by the final termination date, and you must provide receipt of payment to the ELC Manager or opening staff before your child will be admitted into care.

Personal checks will not be accepted if a personal check has been refused for payment (NSF—Non-Sufficient Funds) within the last 12 months.

Bad Checks

Checks that are returned for non-payment will not be re-deposited. An additional charge of \$35 will be charged for any returned checks. We will notify you by letter of a Non-Sufficient Funds occurrence. The \$35 fee will be added to your next payment. Multiple returned checks may result in personal checks not being accepted for future payments.

Change in Tuition

Tuition fees are subject to change. Written notice will be given in advance regarding such a change. If your child needs to have any changes in enrollment, a request must be made in writing two weeks in advance. Verbal changes cannot be accepted.

Closings/Absences

There is no reduction in fees if a child is absent from the program or if the site is forced to close due to circumstances beyond our control.

We will be closed for two weeks of the year, winter break and spring break. You will not be charged for those weeks.

Late Pick-Up Charge

Late fees begin at the end of the scheduled class and are assessed as follows: \$5 for the first five minutes and \$5 for each 5-minute period thereafter or fraction thereof. Please remember to call the Center to inform the staff of the delay. Parents/guardians who are late will be presented with a Late Charge Slip, and asked to sign/verify the late balance being assessed. Parents/guardians are responsible for paying the accrued late charges by the close of the next business day.

Withdrawal Policy

To discontinue the billing cycle, a written withdrawal form from the program must be completed by the parent/legal guardian and received by the Center Manager two weeks prior to withdrawal. The deposit will be forfeited and no refunds will be given for the week in which a student is withdrawn—no exceptions.

HCC Early Learning Center (ELC)

Full-Day Preschool Program Billing Form

Student's H-ID Number	Student's Last Name	First Name	M.I.	Child's Birthdate
Address		City, State, Zip Code		Phone
Email				

Billing Information

Parent/Legal Guardian Responsible for Payment

Name

Social Security Number

Address

City, State, Zip

Phone (Home)

Phone (Work)

Billing Policy

Registration must be completed each year and an annual material fee must be paid. Payment for tuition is due on the Friday before the following week of care. Payment can be made by check, money order, or credit card. Credit cards may be swiped weekly at the Early Learning Center front office. Care may be terminated if account is past due. A late charge of \$25 will be applied to any account not paid in full by the due date. Please see the HCC Financial Statement for details regarding payment policies and procedures.

Delinquency Policy

I assume responsibility for the above information, registration, and/or changes. Should my tuition charges become past due and sent to collections, I will be responsible for the collection costs. After 30 days of non-payment, I will be asked to remove my child from the program.

Check One

- | Check One | Tuition |
|--|---------|
| <input type="checkbox"/> 2-year-old (FT)
(Circle Days) M T W TH F | \$205 |
| <input type="checkbox"/> 2-year-old (PT)
(Circle Days) M T W TH F | \$165 |
| <input type="checkbox"/> 3-year-old (FT)
(Circle Days) M T W TH F | \$205 |
| <input type="checkbox"/> 3-year-old (PT)
(Circle Days) M T W TH F | \$165 |
| <input type="checkbox"/> 4/5-year-old (FT)
(Circle Days) M T W TH F | \$205 |
| <input type="checkbox"/> 4/5-year-old (PT)
(Circle Days) M T W TH F | \$165 |

Total Weekly Rate _____

Start Date _____

Withdrawal Policy

To withdraw your child from the Early Learning Center, a written withdrawal form (available from the ELC office) must be completed by the parent/legal guardian and delivered to the Center Manager. The deposit will be forfeited and no refunds will be given for the week in which the student is withdrawn—No exceptions.

Parent/Legal Guardian Signature

Date

HCC Early Learning Center (ELC)

Policies and Procedures

Harford Community College's Early Learning Center is a year-round preschool program that includes an academic curriculum. Our goal is to encourage children to develop socially, emotionally, and intellectually while gaining a positive self-image. The balanced curriculum includes music, art, crafts, story time, drama, science, math, and language arts.

This year we will offer full and partial week care for two-, three-, and four-year-old students. Our Center will be open from **6:30 AM until 6:00 PM, Monday through Friday**. Partial week care is defined as child care for three consistent days per week or less.

In addition to full-day preschool, we also offer partial day preschool and preschool enrichment classes on the premises. Our enrichment classes include "Mommy and Me" as well as "All by Myself" classes. Please inquire by contacting our Early Learning Center Manager Jennifer Eder at 443-412-2393 if you would like more information about these programs.

Our HCC Early Learning Center is licensed by the Child Care Administration as a preschool program. We utilize the MSDE Approved Creative Curriculum.

1. Policies of Admission

Registration is accepted on a first-come, first-served basis. There must be sufficient enrollment in order to run each class. If for any reason enrollment is not sufficient, your child's class may be combined with another class in accordance with MSDE Office of Child Care regulations. Medical forms including immunization and lead screening must be returned before your child begins classes.

2. Toilet-Trained

If your child is not potty-trained, you must sign a waiver that allows HCC to use bathrooms wipes, if necessary.

3. Transportation

Transportation is not provided by the program.

4. Communications

A newsletter is sent home or emailed at the beginning of each month. It contains information regarding book clubs, school closings, special events, and topics covered during that month. To further communication, a bulletin board outside the classroom will contain announcements, menus, and information concerning the program.

5. Personal Items

Please send a plastic shoebox containing a complete change of clothes (shirt, pants, underwear, and socks). This will need to be checked periodically due to size and season changes. All items sent to school should be labeled with your child's name. This includes coats, hats, and sweaters. Other personal items needed are:

- Quiet time bedding (crib-sized sheet, travel-size pillow, small blanket – stored in a zippered bag or small duffel bag)
- Diapers and wipes (if child is not yet potty-trained)
- A nutritious, packed lunch (with no peanut products and nothing to heat up, please) if you arrive after 10:00 AM. Please leave all other personal items at home. This includes backpacks, toys, money, candy, gum, jewelry, etc., unless specifically requested.

6. Snacks

If your child has food allergies, please be certain to record them on your child's health forms. Check the snack schedule and alternate snack list as well. If they are not acceptable, please provide your child's peanut-free and/or gluten-free snack. If you choose, you may provide pre-packaged treats such as cupcakes to celebrate your child's birthday. Please notify the center manager and teacher a week in advance if you plan to do this. No presents please.

7. Conferences

The teacher will be happy to discuss any questions concerning your child in private. Please do not attempt to discuss your child during class time. Please send a note with your child to schedule a convenient time. Parent/teacher conferences are scheduled during the second half of the year to discuss your child's progress after Progress Reports are sent home.

8. Field Trips

A parent or adult guardian must accompany each child on field trips; otherwise, the child will not be allowed to attend that day. There will be one spring field trip to be scheduled at the discretion of the center manager.

9. Illness

Children should not be sent to school if the parent suspects or knows that the child is ill. A child should not return to school until 24 hours have passed after running a fever, vomiting, diarrhea, or beginning an antibiotic for an infection. If your child has been absent for more than two consecutive class periods, please contact the teacher and make her aware of the reason for the absence.

The program manager reserves the right to refuse admittance to any class if, in the opinion of the director, the child is visibly ill or unable to participate in program activities.

Head Lice – Children must be free of live lice and all nits close to the scalp (within ¼ inches of scalp) to be in school. A doctor's note will be required to return to school. Please notify school as soon as you have discovered your child/children have lice as we are required to notify all families in the center.

Chicken Pox – Children with chicken pox should not return to the program until all the marks have scabbed over. If a sibling in the home has chicken pox, please keep your child at home between the 14th and 21st days after exposure.

Emergency Medical Treatment – In the event of an emergency, College personnel will notify the parent/guardian at the emergency phone number provided. The teacher/director reserves the right in his/her discretion to contact emergency medical personnel, if the situation warrants. This program does not offer nursing or medical services. Teachers are instructed in simple First Aid and CPR only. You **MUST** notify the program director if your child has any condition which would affect his or her participation in the program.

10. Arrival/Dismissal Procedures

Each student is to be escorted into the classroom upon arrival and picked up inside the classroom every program day by a parent or designated adult. Our center will open at 6:30 AM and close at 6:00 PM. Please follow classroom teacher's rules for dismissal policy. Parents need to sign and date the classroom sign-in sheet each day as they arrive with their child and before they leave.

Late Pick-Up Penalty: Late fees begin at the close-of-business and are assessed as follows: \$5 for the first five minutes and \$5 for each 5-minute period thereafter or

fraction thereof. Parents who are late will be presented with a Late Charge Slip, and asked to sign/verify the late balance being assessed. Parents are responsible for paying the accrued late charges by the close of the next business day. (Regulations require that two staff members must stay at the Center until every child is picked up.)

Please remember that late parents must call the Center to inform the staff of the delay. Ten minutes after the close of business, emergency contacts will be notified to arrange pick-up of the child. If we cannot reach either you or your emergency contacts to pick up your child, then we will contact Child Protective Services. Parents with excessive, unexcused, late pick-ups (more than 5 late slips in a year) will be given notice to find alternate care.

11. Parking

You may park in the Joppa Hall lot. Additional parking can be found next to the Early Learning Center in the Fallston lot. Please do not park for extended periods of time in the spaces that are assigned to HCC staff—there is a campus fine of \$50. Please do not park in handicap parking spots—there is a \$150 campus fine.

12. Causes of Dismissal

A child may be removed from the class for any of the following reasons: repeated disruptive behavior, incomplete forms, incompatibility of the child with the program, failure to disclose a condition which affects the child's participation in the program, failure to comply with program rules, or failure to pay tuition.

13. Payment

Registration must be completed each year, and an annual material fee must be paid. Payment for tuition is due on the Friday before the following week of care. Payment can be made by check, money order, or credit card. Please put your child's name and H-ID number on the check or money order. Make check or money order payable to HCC. A receipt will be provided only upon request. Credit cards may be swiped weekly at the Early Learning Center front office.

A late charge of \$25 will be applied to any account not paid in full by the due date. Please see the Early Learning Center Financial Statement for more information on our Late Payment Policy. Personal checks will not be accepted if a personal check has been refused for payment (NSF--non sufficient funds) by our financial institution within the last 12 months. Should the student's tuition charges become past due and sent to collections, the parent/legal guardian will be responsible for the collection costs.

14. Withdrawal Policy

To discontinue the billing cycle, a written withdrawal from the program must be completed by the parent/legal guardian and received by the Center Manager in a timely manner, two weeks prior to date of withdrawal. The deposit will be forfeited and no refunds will be given for the week in which the student is withdrawn—no exceptions.

15. Emergency Phone Contact

The parent is responsible for leaving a phone number where he/she can be reached during the program hours in the case of an emergency and for updating that number as necessary. This must include at least one person other than the parent, (i.e., neighbor, relative, or other).

16. Emergency Closings

The Early Learning Center Full-Day Program will follow Harford Community College's announcement. Emergency closings and delays due to weather conditions will be announced on radio stations WBAL (1090 AM), WPOC (93 FM), and WRBS (95.1 FM). If there is no announcement, we will open on time or remain open. Parents should call HCC's Inclement Weather line at 443-412-2322 for the most current information.

**Please note the inclement weather closings for our partial-day preschool are not the same as our full-day care.*

17. Holiday Closures

Check your monthly newsletter for non-weather-related school closures. We do not observe Harford County Public Schools' Holiday Closure Schedule.

We hope that your child will have many great learning experiences at Harford Community College. Please call the Center Manager Jennifer Eder at 443-412-2393 at any time with any questions or concerns. You may also contact Youth Coordinator Jacki Walsh at 443-412-2191.

HCC Early Learning Center Policies and Procedures Parental Agreement Form

I have read and agree to abide by the policies and procedures of the HCC Early Learning Center.

I agree to the use of baby wipes for bathroom needs, if necessary.

Student Name

Class

Parent/Guardian's Signature

Print Name

Date

HCC Early Learning Center (ELC)

Registration Agreement 2016-2017

Please review the following information to ensure that you understand your responsibilities in enrolling your child in the HCC Early Learning Center. This signed agreement will be placed in your child's file and a copy will be provided for your records upon request. **ALL REQUIRED FORMS MUST BE COMPLETED AND ON FILE BEFORE YOUR CHILD'S FIRST DAY.**

1. I agree to pay a non-refundable materials fee at the time of enrollment. I also agree to pay for the first and last week of care.
_____ (please initial)
2. I understand that tuition is due every Friday for the following week of care. I understand that care may be terminated if my account is past due. A late charge of \$25.00 will be applied to any account not paid in full by the due date.
_____ (please initial)
3. I have read and received a copy of the Financial Statement, which explains payment policies, registration fees, tuition fees, change in care, late fees, and late pick-up fees. I have also received a Holiday Schedule and understand that payment is due for holiday closings, sick days, emergency closings, and other absences.
_____ (please initial)
4. I understand that all changes in scheduled care must be made in writing through the Early Learning Center Office at least two weeks in advance. **Verbal notifications of changes or withdrawals cannot be accepted.**
_____ (please initial)
5. I understand that my child must be escorted by an adult (18 years or older) to an HCC staff member in the Center. The adult must also sign the in/out roster to ensure that this safety regulation is enforced.
_____ (please initial)
6. I understand that it is my responsibility to notify the Center staff of any family/medical information pertinent to my child's health, safety and well-being. Additionally, I will keep work and emergency contact and phone numbers up-to-date.
_____ (please initial)
7. If there are any custody issues, I will provide a court order indicating who is the custodial parent/guardian, and the names to whom the staff may not release the child. HCC staff must follow legal guidelines in custody issues.
_____ (please initial)
8. I understand that if my child is having problems adjusting to the program, a conference will be arranged between the staff and me.
_____ (please initial)
9. I understand that I may be asked to withdraw my child from the program if his/her behavior threatens his or her own safety and/or health or that of other children and staff in the Center. If possible, a two-week period will be allowed for parents to make alternative care arrangements.
_____ (please initial)
For more serious offenses, I understand that I may be called immediately to pick up my child, and he/she may be suspended or expelled from care without prior warnings. Some examples of this include, but are not limited to, disrupting the classroom setting and/or hitting, punching, kicking, or biting another student or teacher. Credit is not issued for days of suspension.
_____ (please initial)
10. I understand that care may be terminated if my behavior does not fit within the core values of HCC, if I do not follow HCC policies, or if I become aggressive toward any HCC staff member.
_____ (please initial)

11. I understand that my child may not attend the program if he/she has any illness or condition that compromises the health of other children or staff. Health Department regulations regarding periods of infection will be enforced. I understand that my child must be symptom-free (the absence of vomiting, fever, and diarrhea) for at least 24 hours before returning to the Center. Additionally, a doctor's release will be required in order for my child to return to the Center after a contagious illness.

_____ (please initial)

I have reviewed the Illness/Health Policy as provided in the HCC Early Learning Center Policies and Procedures, which explains the Maryland State Health Department's requirements on medication, periods of infection, attendance, and immunization.

_____ (please initial)

12. If my child becomes ill or if a medical emergency arises, the staff will first attempt to contact me and I will be required to pick my child up within an hour of receiving the call. If I cannot be reached, emergency contacts and/or my child's doctor will be contacted.

_____ (please initial)

13. I understand that an alternate care plan must be made in advance for illness and emergency closings. I also understand that I am still required to pay should these situations arise.

_____ (please initial)

14. I give permission for my child to participate in walks within the grounds of the Center.

_____ (please initial)

15. I understand that HCC may invite volunteers into our classrooms. (Example: Sharing the Gift Program in conjunction with the Harford County Public Library, etc.)

_____ (please initial)

16. I give permission for my child to participate in the HCC sprinkler days (if applicable) as part of the program.

_____ (please initial)

17. If my child deliberately destroys HCC property, I understand that I will be held responsible for the replacement cost of the property.

_____ (please initial)

18. I understand that my child may be exposed to classroom pets in the HCC Early Learning Center, including but not limited to fish, guinea pigs, hamsters, gerbils, rabbits, and other small animals.

_____ (please initial)

19. By signing this agreement, I acknowledge that I am the responsible party for payment of all fees and tuition. Should my tuition charges become past due and sent to collections, I will be responsible for the collection costs.

_____ (please initial)

20. I understand that I must allow at least 5 business days for any paperwork requests.

_____ (please initial)

21. I have received and read a copy of the HCC Policies and Procedures.

_____ (please initial)

I have read and understand the above.

(Please print.)

Child's Name

Start Date

Parent/Guardian's Name

Parent/Guardian's Signature

Date

I give my permission to HCC Early Learning Center to use, without limitation or obligation, photographs, film footage, or tape recordings, which may include my child's image and/or voice for purposes of promoting and/or interpreting HCC programs. This includes the use of social media.

Parent/Guardian's Signature

Date

Maryland State Department of Education Office of Child Care

Health Inventory

Information and Instructions for Parents/Guardians

REQUIRED INFORMATION

The following information is required prior to a child attending a Maryland State Department of Education licensed, registered or approved child care or nursery school:

- **A physical examination** by a physician or certified nurse practitioner completed no more than twelve months prior to attending child care. A Physical Examination Form designated by the Maryland State Department of Education and the Department of Health and Mental Hygiene shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02 and 13A.17.03.02).
- **Evidence of immunizations.** A Maryland Immunization Certification Form for newly enrolling children may be obtained from the local health department or from school personnel. The Immunization Certification Form (DHMH 896) or a printed or a computer generated immunization record form and the required immunizations must be completed before a child may attend. This form can be found at http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms.html Select DHMH 896.
- **Evidence of blood-lead testing for children living in designated at risk areas.** The Blood-Lead Testing Certificate (DHMH 4620), or another written document signed by a health care practitioner, shall be used to meet this requirement. This form can be found at <http://apps.fcps.org/dept/health/MarylandDHMHBloodLeadTestingCertificateDHMH4620.pdf>.

EXEMPTIONS

Exemptions from a physical examination, immunizations and blood-lead testing are permitted if the family has an objection based on their religious beliefs and practices. The Blood-Lead Testing Certificate must be signed by a health care practitioner stating a questionnaire was done.

Children may also be exempted from immunization requirements if a physician, nurse practitioner, or health department official certifies that there is a medical reason for the child not to receive a vaccine.

The health information on this form will be available only to those health and child care providers or child care personnel who have a legitimate care responsibility for your child.

INSTRUCTIONS

Please complete Part I of this Physical Examination form. Part II must be completed by a physician or nurse practitioner, or a copy of your child's physical examination must be attached to this form.

If your child requires medication to be administered during child care hours, you must have the physician complete a Medication Authorization Form (OCC 1216) for each medication. The Medication Authorization Form can be obtained at http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms.html Select OCC 1216.

If you do not have access to a physician or nurse practitioner, or if your child requires an individualized health care plan, contact your local Health Department.

Health Inventory (2)

PART 1 - HEALTH ASSESSMENT

To Be Completed By Parent or Guardian

Child's Name: _____			Birth date: _____			Sex		
Last First Middle			Mo / Day / Yr			M <input type="checkbox"/> F <input type="checkbox"/>		
Address: _____								
Number		Street		Apt#	City		State	Zip
Parent/Guardian Name(s)			Relationship		Phone Number(s)			
			W: _____		C: _____		H: _____	
			W: _____		C: _____		H: _____	
Where do you usually take your child for routine medical care? Name: _____								
Address: _____				Phone Number: _____				
When was the last time your child had a physical exam? Month: Year:								
Where do you usually take your child for dental care? Name: _____								
Address: _____				Phone Number: _____				
ASSESSMENT OF CHILD'S HEALTH - To the best of your knowledge has your child had any problem with the following? Check Yes or No and provide a comment for any YES answer.								
	Yes	No	Comments (required for any Yes answer)					
Allergies (Food, Insects, Drugs, Latex, etc.)	<input type="checkbox"/>	<input type="checkbox"/>						
Allergies (Seasonal)	<input type="checkbox"/>	<input type="checkbox"/>						
Asthma or Breathing	<input type="checkbox"/>	<input type="checkbox"/>						
Behavioral or Emotional	<input type="checkbox"/>	<input type="checkbox"/>						
Birth Defect(s)	<input type="checkbox"/>	<input type="checkbox"/>						
Bladder	<input type="checkbox"/>	<input type="checkbox"/>						
Bleeding	<input type="checkbox"/>	<input type="checkbox"/>						
Bowels	<input type="checkbox"/>	<input type="checkbox"/>						
Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>						
Coughing	<input type="checkbox"/>	<input type="checkbox"/>						
Developmental Delay	<input type="checkbox"/>	<input type="checkbox"/>						
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>						
Ears or Deafness	<input type="checkbox"/>	<input type="checkbox"/>						
Eyes or Vision	<input type="checkbox"/>	<input type="checkbox"/>						
Head Injury	<input type="checkbox"/>	<input type="checkbox"/>						
Heart	<input type="checkbox"/>	<input type="checkbox"/>						
Hospitalization (When, Where)	<input type="checkbox"/>	<input type="checkbox"/>						
Lead Poisoning/Exposure	<input type="checkbox"/>	<input type="checkbox"/>						
Life Threatening Allergic Reactions	<input type="checkbox"/>	<input type="checkbox"/>						
Limits on Physical Activity	<input type="checkbox"/>	<input type="checkbox"/>						
Meningitis	<input type="checkbox"/>	<input type="checkbox"/>						
Prematurity	<input type="checkbox"/>	<input type="checkbox"/>						
Seizures	<input type="checkbox"/>	<input type="checkbox"/>						
Sickle Cell Disease	<input type="checkbox"/>	<input type="checkbox"/>						
Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>						
Surgery	<input type="checkbox"/>	<input type="checkbox"/>						
Other	<input type="checkbox"/>	<input type="checkbox"/>						
Does your child take medication (prescription or non-prescription) at any time?								
<input type="checkbox"/> No <input type="checkbox"/> Yes, name(s) of medication(s): _____								
Does your child receive any special treatments? (nebulizer, epi-pen, etc.)								
<input type="checkbox"/> No <input type="checkbox"/> Yes, type of treatment: _____								
Does your child require any special procedures? (catheterization, G-Tube, etc.)								
<input type="checkbox"/> No <input type="checkbox"/> Yes, what procedure(s): _____								
I GIVE MY PERMISSION FOR THE HEALTH PRACTITIONER TO COMPLETE PART II OF THIS FORM. I UNDERSTAND IT IS FOR CONFIDENTIAL USE IN MEETING MY CHILD'S HEALTH NEEDS IN CHILD CARE.								
I ATTEST THAT INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.								
Signature of Parent/Guardian _____						Date _____		



Health Inventory (3)

PART 2 - CHILD HEALTH ASSESSMENT

To Be Completed ONLY By Physician/Nurse Practitioner

Child's Name: Last First Middle	Birth Date: Month / Day / Year	Sex M <input type="checkbox"/> F <input type="checkbox"/>
---	--	---

1. Does the child named above have a diagnosed medical condition?

No Yes, describe:

2. Does the child have a health condition which may require EMERGENCY ACTION while he/she is in child care? (e.g., seizure, allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE and describe emergency action(s) on the emergency card.

No Yes, describe:

3. PE Findings

Health Area	WNL	ABNL	Not Evaluated	Health Area	WNL	ABNL	Not Evaluated
Attention Deficit/Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead Exposure/Elevated Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior/Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bowel/Bladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Musculoskeletal/orthopedic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac/murmur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical Illness/Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Endocrine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Psychosocial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunodeficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: (Please explain any abnormal findings.)

4. RECORD OF IMMUNIZATIONS – DHMH 896/or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider **or** a computer generated immunization record must be provided. (This form may be obtained from: http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms.html Select DHMH 896.

RELIGIOUS OBJECTION:

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any immunizations being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Parent/Guardian Signature:

Date:

5. Is the child on medication?

No Yes, indicate medication and diagnosis:

(OCC 1216 Medication Authorization Form must be completed to administer medication in child care).

6. Should there be any restriction of physical activity in child care?

No Yes, specify nature and duration of restriction:

7. Test/Measurement	Results	Date Taken
Tuberculin Test		
Blood Pressure		
Height		
Weight		
BMI %tile		
Lead Test Indicated: <input type="checkbox"/> Yes <input type="checkbox"/> No		

(Child's Name) **has had a complete physical examination and any concerns have been noted above.**

Additional Comments:

Physician/Nurse Practitioner (Type or Print):	Phone Number:	Physician/Nurse Practitioner Signature:	Date:
---	---------------	---	-------

CUT THIS PAGE OUT - MUST BE COMPLETED BY PHYSICIAN/NURSE PRACTITIONER

Health Inventory (3)

CHILDREN WHO ARE REQUIRED TO RECEIVE LEAD TESTING

Under Maryland law, children who reside, or have ever resided, in any of the at-risk zip codes listed below must receive a blood lead test at 12 months and 24 months of age. Two tests are required if the first test was done prior to 24 months of age.

If a child is enrolled in child care during the period between the first and second tests, his/her parents are required to provide evidence from their health care provider that the child received a second test after the 24-month well child visit. If the first test is done after 24 months of age, one test is required.

The child's health care provider should record the test dates on page 3 of this form and certify them by signing and stamping the signature section of the form. All forms should be kept on file at the facility with the child's health records.

AT RISK AREAS BY ZIP CODE

Allegany ALL	Baltimore (cont) 21220	Cecil 21913	Garrett ALL	Montgomery 20783	Prince George's (cont)	St. Mary's 20606
	21221	Charles 20640		20787	20782	20626
Anne Arundel	21222	20658	Harford	20812	20783	20628
20711	21224	20662	21001	20815	20784	20674
20714	21227		21010	20816	20785	20687
20764	21228	Dorchester	21034	20818	20787	Talbot
20779	21229	ALL	21040	20838	20788	21612
21060	21234		21078	20842	20790	21654
21061	21236	Frederick	21082	20868	20791	21657
21225	21237	20842	21085	20877	20792	21665
21226	21239	21701	21130	20901	20799	21671
21402	21244	21703	21111	20910	20912	21673
	21250	21704	21160	20912	20913	21676
Baltimore	21251	21716	21161	20913		
21027	21282	21718	Howard		Queen Anne's	Washington
21052	21286	21719	20763	Prince George's	21607	ALL
21071		21727		20703	21617	
21082	Baltimore City	21757	Kent	20710	21620	Wicomico
21085	ALL	21758	21610	20712	21623	ALL
21093		21762	21620	20722	21628	
21111	Calvert	21769	21645	20731	21640	Worcester
21133	20615	21776	21650	20737	21644	ALL
21155	20714	21778	21651	20738	21649	
21161		21780	21661	20740	21651	
21204	Caroline	21783	21667	20741	21657	
21206	ALL	21787		20742	21668	
21207		21791		20743	21670	
21208	Carroll	21798		20746		
21209	21155			20748	Somerset	
21210	21757			20752	ALL	
21212	21776			20770		
21215	21787			20781		
21219	21791					

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE IMMUNIZATION CERTIFICATE

CHILD'S NAME: _____

SEX: MALE FEMALE BIRTHDATE: _____ / _____ / _____

COUNTY: _____ SCHOOL: _____ GRADE: _____

PARENT OR GUARDIAN NAME: _____ PHONE: _____
ADDRESS: _____ CITY: _____ ZIP: _____

RECORD OF IMMUNIZATIONS (See Notes On Other Side)

Vaccines Type													
Dose #	DTP -DTaP -DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MC V Mo/Day/Yr	HPV Mo/Day/Yr	Dose #	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	History of Varicella Disease Mo/Yr
1									1				
2									2				
3										Td Mo/Day/Yr	Tdap Mo/Day/Yr	FLU Mo/Day/Yr	Other Mo/Day/Yr
4										_____	_____	_____	_____
5										_____	_____	_____	_____

To the best of my knowledge, the vaccines listed above were administered as indicated.

- Signature _____ Title _____ Date _____
(Medical provider, local health department official, school official, or child care provider only)
- Signature _____ Title _____ Date _____
- Signature _____ Title _____ Date _____

Clinic/Office Name
Office Address/Phone Number

Lines 2 and 3 are for certification of vaccines given after the initial signature.

COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS.
ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.

MEDICAL CONTRAINDICATION:

Please check the appropriate box to describe the medical contraindication.

This is a: Permanent condition OR Temporary condition until _____ / _____ / _____
Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication: _____

Signed: _____ Date: _____
Medical Provider/LHD Official

RELIGIOUS OBJECTION:

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed: _____ Date: _____

How To Use This Form

The medical provider that gave the vaccinations may record the dates (using month/day/year) directly on this form (check marks are not acceptable) and certify them by signing the signature section. Combination vaccines should be listed individually, by each component of the vaccine. A different medical provider, local health department official, school official, or child care provider may transcribe onto this form and certify vaccination dates from any other record which has the authentication of a medical provider, health department, school, or child care service.

Only a medical provider, local health department official, school official, or child care provider may sign the 'Record of Immunization' section of this form. This form may not be altered, changed, or modified in any way.

Notes:

1. When immunization records have been lost or destroyed, vaccination dates may be reconstructed for all vaccines except **varicella, measles, mumps, or rubella**.
2. Reconstructed dates for all vaccines must be reviewed and approved by a medical provider or local health department no later than 20 calendar days following the date the student was temporarily admitted or retained.
3. Blood test results are NOT acceptable evidence of immunity against diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
4. Blood test verification of immunity is acceptable in lieu of polio, measles, mumps, rubella, hepatitis B, or varicella vaccination dates, but **revaccination may be more expedient**.
5. History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.

Immunization Requirements

The following excerpt from the DHMH Code of Maryland Regulations (COMAR) 10.06.04.03 applies to schools:

"A preschool or school principal or other person in charge of a preschool or school, public or private, may not knowingly admit a student to or retain a student in a:

- (1) Preschool program unless the student's parent or guardian has furnished evidence of age-appropriate immunity against Haemophilus influenzae, type b, and pneumococcal disease;
- (2) Preschool program or kindergarten through the second grade of school unless the student's parent or guardian has furnished evidence of age-appropriate immunity against pertussis; and
- (3) Preschool program or kindergarten through the 12th grade unless the student's parent or guardian has furnished evidence of age-appropriate immunity against: (a) Tetanus; (b) Diphtheria; (c) Poliomyelitis; (d) Measles (rubeola); (e) Mumps; (f) Rubella; (g) Hepatitis B; (h) Varicella; (i) Meningitis; and (j) Tetanus-diphtheria-acellular pertussis acquired through a Tetanus-diphtheria-acellular pertussis (Tdap) vaccine."

Please refer to the "**Minimum Vaccine Requirements for Children Enrolled in Pre-school Programs and in Schools**" to determine age-appropriate immunity for preschool through grade 12 enrollees. The minimum vaccine requirements and DHMH COMAR 10.06.04.03 are available at www.dhmh.maryland.gov. (Choose Immunization in the A-Z Index.)

Age-appropriate immunization requirements for licensed child care centers and family day care homes are based on the Department of Human Resources COMAR 13A.15.03.02 and COMAR 13A.16.03.04 G & H and the "**Age-Appropriate Immunizations Requirements for Children Enrolled in Child Care Programs**" guideline chart are available at www.dhmh.maryland.gov. (Choose Immunization in the A-Z Index.)

HCC Early Learning Center (ELC) Emergency Form

INSTRUCTIONS TO PARENTS:

- (1) Complete all items on this side of the form. Sign and date where indicated.
- (2) If your child has a medical condition that might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Child's Last Name _____ First Name _____ Birth Date _____

Enrollment Date _____ Hours & Days of Expected Attendance _____

Child's Home Address _____ City _____ State _____ Zip Code _____

Parent/Guardian Name	Relationship	Phone Numbers		
_____	_____	W: _____	C: _____	H: _____
Place of Employment: _____				
Parent/Guardian Name	Relationship	Phone Numbers		
_____	_____	W: _____	C: _____	H: _____
Place of Employment: _____				

Last Name of Person Authorized to Pick Up Child Daily _____ First Name _____ Relationship to Child _____

Home Address _____ City _____ State _____ Zip Code _____

Any Changes/Additional Information: _____

ANNUAL UPDATES _____
(Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. _____
Name Phone (H) (W)

Address City State ZIP

2. _____
Name Phone (H) (W)

Address City State ZIP

3. _____
Name Phone (H) (W)

Address City State ZIP

Child's Physician or Other Source of Health Care _____

Phone _____

Address City State ZIP

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

Parent/Guardian's Signature

Date

HCC Early Learning Center (ELC) Emergency Form (Continued)

INSTRUCTIONS TO PARENTS:

- (1) Complete the following items, as appropriate, if your child has a condition(s) that might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED

Comments: _____

Note to Health Practitioner

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

Phone

MARYLAND STATE DEPARTMENT OF EDUCATION OFFICE OF CHILD CARE

ALL ABOUT:

Child's First Name or Nickname

Child's Name

Birthdate

Parent/Guardian

Phone (Home)

Phone (Work)

Address

State

Zip Code

Provider/Center

Phone

Address

State

Zip Code

THINGS MY CHILD DOES WELL

WHAT MY CHILD LIKES AND DISLIKES

THINGS I AM WORKING ON WITH MY CHILD

MY CHILD ENJOYS THESE PHYSICAL ACTIVITIES

MY CHILD HAS DIFFICULTY WITH THESE ACTIVITIES

MY CHILD WILL NEED THE FOLLOWING EQUIPMENT AND/OR ROUTINES

THINGS MY CHILD MIGHT NEED HELP WITH

WHAT SPECIAL ADAPTATIONS WILL THE PROGRAM MAKE AT THIS TIME?

(For the use of the child care facility when needed)

This information is intended for use by the child care provider, developed in cooperation with the parents.

THIS IS NOT INTENDED TO BE A LEGALLY BINDING CONTRACT.

SIGNATURES

Parent/Guardian _____
Date

Provider _____
Date

UPDATES

Parent/Guardian _____ _____ _____
Date Date Date Date

Parent/Guardian _____ _____ _____
Date Date Date Date

HCC Early Learning Center (ELC)

Student Information Sheet and Medical Alert Information

Child's Name: _____

Prefers to be called: _____

Birthday (include year): _____

Parents' Names: _____

Siblings' Names: _____

Address: _____

Home Phone: _____

Cell Phone: Mother _____ Father _____

Work Phone: Mother _____ Father _____

Email Address: _____

Allergies: *(List any allergies, medical and/or handicapping conditions.)*

Physician Name: _____ Telephone: _____

Address: _____

Emergency Contacts: 1. _____
Name Phone (H) (W)

Address City State ZIP

2. _____
Name Phone (H) (W)

Address City State ZIP

I give my permission to HCC Early Learning Center (ELC) to use, without limitation or obligation, photographs, film footage, or tape recordings that may include my child's image and for voice purposes of promoting and/or interpreting HCC programs. This also includes photos for social media purposes.

Signature _____ Date _____

HCC Early Learning Center (ELC)

Enrollment Releases and Medical Information

I am a legally competent adult who is parent or guardian of the named participant. I would like my child to participate in HCC Early Learning Center programming and expressly give my permission. I understand that even when every reasonable precaution is taken, incidents and accidents may occur. Therefore, in exchange for the HCC Early Learning Center allowing my child to participate, I voluntarily and intentionally hold harmless and release Harford Community College's HCC Early Learning Center, and Harford Community College and the Continuing Education and Training Division, their agents, employees, and volunteers from any and all actions, causes of actions, liability, claims, or demands for or by reason of damage, loss, or injury which may be sustained by my child as a result of his/her participation in this program. I also agree to indemnify the HCC Early Learning Center for claims made by or for the participant or claims arising from any relationship with the participant or the participant's estate.

I have read this form and grant permission for my child, _____, to participate in all activities provided by HCC Early Learning Center.

Signature _____ Date _____

HCC Early Learning Center (ELC)

Authorization For Emergency Medical Treatment

If my child, _____, should become ill or injured during HCC activities, I understand that HCC will: 1) contact me immediately; 2) contact the person(s) I have designated in case I cannot be reached.

Should HCC be unable to reach me or the person(s) designated, HCC is authorized to contact my physician or arrange for immediate medical treatment to ensure the health and safety of my child, including the administration of medications or injections provided by me for such purpose.

I accept responsibility for payment of medical services rendered.

Signature _____ Date _____

* These forms are required for your child to participate in any program.

HCC Early Learning Center (ELC)

Diaper Permission Slip

Dear Parents,

Please complete and sign the statement below regarding the use and brand of diapers, diaper wipes, and diaper rash cream for your child at the HCC Early Learning Center. It is your responsibility to maintain an adequate supply. Please label all items with your child's name. Please notify the Center should you need to change brands of any of these items.

I, _____,

as parent/legal guardian for _____,

give the HCC Early Learning Center my permission to use _____ brand of diapers

and _____ brand of diaper wipes for my child. I also give my permission

for the Early Learning Center staff to apply _____ brand of diaper rash

cream as necessary.

Signature _____ Date _____

HCC Early Learning Center (ELC)

Cot Permission Slip

I, _____,

as parent/legal guardian for _____,

give my permission for my child to sleep on a cot during rest time. I understand that I am responsible for providing clean bedding weekly and as needed throughout the week for my child's cot.

Signature _____ Date _____

** These forms are required for your child to participate in any program.*

HCC Early Learning Center (ELC)

Participant Waiver

I, _____,

as parent/legal guardian for _____,

a minor residing at _____,

do hereby release and forever discharge Harford Community College's HCC Early Learning Center, and Harford Community College and the Continuing Education and Training Division, their agents, employees, and volunteers from any and all actions, causes of actions, liability, claims, or demands for or by reason of damage, loss, or injury which may be sustained by my child as a result of his/her participation in this program.

I, as parent/legal guardian for the above-named minor, give my permission for my child to go on field trips with the HCC Early Learning Center program during the school year.

I, as parent/legal guardian for the above-named minor, give my permission for the persons in authority to secure emergency medical attention for my child if it is needed.

Witness (Does not need a notary)

Parent/Guardian Signature

Date

Date





Continuing Education

Mail form to:
Harford Community College
Continuing Education and Training Division
401 Thomas Run Road, Bel Air, MD 21015
ph. 443-412-2376 • fx. 443-412-2383

Office Use Only

Spring Summer Fall
Registered by: _____
Cashier's Office: _____
C/R _____ Ini. _____ Date _____

H

HCC ID _____ Last Name *(Please print.)* _____ First Name _____ MI _____

Street _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell/Work Phone *(Circle one.)* _____ Email Home or Business *(Required)* _____

Contact Information for HCC AlertMe Emergency Notification System

YES, please contact me in the event of an emergency on campus or a non-emergency campus closing. _____
Preferred contact phone number

NO, I choose not to be contacted in the event of a campus emergency or non-routine campus closing.

Date of Birth ____/____/____ **Senior Citizen** (60 years or older) YES NO **Gender** Male Female
month/day/year

Citizenship U.S. Citizen Permanent Resident/Asylee/Refugee *(Must bring in original card.)*
 Non-U.S. Citizen *(Must submit copy of immigration document.)* Visa Type: _____

Ethnicity Are you of Hispanic or Latino origin? YES NO
(Defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Race See harford.edu/dfr for definitions of race.
Select one or more of the following categories: White (01) Black/African American (02) Asian (03)
 American Indian or Native Alaskan (04) Native Hawaiian or Other Pacific Islander (05)

How did you hear about this course?
 Newspaper Radio HCC Marquee HCC Website Printed Schedule of Classes HCC Kids Summer Program Booklet
 Email Postcard/Flyer/Brochure HCC Facebook Referral from Family or Friend Referral from Instructor
 Other _____

COURSE #	COURSE TITLE	COURSE FEE	MATERIAL FEE	OUT-OF-COUNTY SURCHARGE \$20	OUT-OF-STATE SURCHARGE \$35	COST

Payment is due at time of registration.
 Check Money Order
 VISA MasterCard Discover American Express

We will contact you for payment by credit/debit card as soon as your registration has been processed.

I accept and agree to abide by the policies and regulations of HCC. I understand that violation of these regulations may subject me to penalties and sanctions. (A copy of the Student Code may be obtained from the Student Activities Office.) I certify that the information on this form is accurate and complete. Failure to provide accurate information may be just cause for dismissal from the College.

Signature _____ Date _____

INTENTIONALLY LEFT BLANK FOR SUBMISSION OF
CONTINUING EDUCATION REGISTRATION FORM.

Early Learning Center

at Harford Community College



Our enthusiasm for learning is contagious!

**Openings
available!**

- Full- or half-day options
- Affordable tuition
- Convenient location
- Interactive smartboards
- Outside playground
- Indoor activity room

**HARFORD
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Early Learning Center

401 Thomas Run Road, Bel Air, MD 21015
443.412.2393

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Language Arts • Math • Science
Art • Music • Active Play

We explore learning through social, physical,
and academic development.

Materials fee of \$99 applies for full-day and half-day programs. | Contact Jen Eder at 443-412-2393 or jeder@harford.edu.

HARFORD COMMUNITY COLLEGE

Early Learning Center

401 Thomas Run Road
Bel Air, Maryland 21015