

## **It Takes a Village Early Learning Center**

### **Information Packet**

Thank you for inquiring about It Takes a Village Early Learning Center (ITAV). We welcome all families from all backgrounds. At ITAV we believe in the African Proverb, "It Takes a Village to Raise a Child." We would love for your family to be a part of our growing village. It is our goal to provide parents and their child(ren) with a safe, clean, nurturing and fun educational environment. We take special exception knowing that you are entrusting us with your child(ren). From the day they were born you have created a list of dos and don'ts, developed values and beliefs, and envisioned paths of greatness for them. At It Takes a Village we want to aid you in setting those foundational building blocks to enable your child to be the best version of themselves. This information packet provides you with general information regarding It Takes a Village Early Learning Center. A complete Parent Handbook will be given upon registration.

Allison Simon – Owner/Director

It Takes a Village Early Learning Center  
906 Enterprise Rd.  
Mitchellville, MD 20721  
301-249-6403 Fax: 301-249-5921  
[ittakesavillage301@gmail.com](mailto:ittakesavillage301@gmail.com)

Our hours are 6:30 a.m. until 6:00 p.m. Monday - Friday

We offer:

- Full time, part time, and occasional drop-in childcare for ages 6 weeks to 5 years old
- Daily, and weekly rates
- Safe, nurturing environment
- Nutritious, healthy meals and snacks
- Staff are CPR and First Aid certified

General Information about It Takes a Village Early Learning Center

### CHILDCARE MANAGEMENT

#### **BrightWheel**

All children are tracked through the BrightWheel classroom management app. Here we will capture your child's progress, developmental milestones, and share digital moments of your child's day.

#### **Items needed**

Parents are required to supply the following

- Diapers
- Wipes
- Diaper rash cream or ointment
- Formula/Breast milk
- Any baby bottle(s) or Sippy cup
- two backup outfits
- Nap mat (18 months – 5 years old)

\*All personal items MUST be labeled with the child's name

### FOOD

#### **Meals**

ITAV will provide breakfast, lunch, and PM snack. All meals will comply with the guidelines of the Child and Adult Care Food Program of the U.S. Department of Agriculture, as indicated on a chart supplied by the office. A monthly menu will be provided.

For children with food allergies or if you have dietary concerns, please address these issues with the Director.

### **PAYMENTS**

\$340.00 per child Infant - up to 17 months  
\$270.00 per child 18 months - 2 Years-Old  
\$250.00 per child 3 – 5 Years-Old

Part-time (less than 3 days per week)  
\*rates are per day

\$155.00 per child Infant - up to 17 months  
\$120.00 per child 18 months - 2 Years-Old  
\$110.00 per child 3 – 5 Years-Old

### **Registration Fee**

In order to secure your child's enrollment at It Takes a Village Early Learning Center, a weeks worth of tuition is required. This deposit is non-refundable, and does not go toward your first weeks tuition.

### **Late fees**

Late charges begin at 6:00 pm sharp and end when a staff member signs out the child for the day. Parents will be charged 1 dollar per minute. Late charges are due upon pick-up.

### **Statements and Payments**

Tuition for childcare can be paid weekly, biweekly, or monthly. Tuition is due every Monday or the next business day in the event Monday is a holiday.

Account balances are to be paid weekly, unless prior arrangements are made with the Director.

We accept cash, checks, cash app or automatic payments through our BrightWheel app.

### **DROP OFF AND PICK UP**

#### **Morning Drop off**

Our facility opens at 6:30 a.m. All children between 6 weeks and 5 years old must be walked into the building by an adult.

#### **Afternoon Pick-up**

Parents and only persons listed on the emergency form will be allowed to pick up children. Staff members will request identification, if the person picking up a child is unknown to the staff member. Parents will sign out children when they are picked up. Our facility closes at 6:00 p.m.

INFORMATION ABOUT  
ALL DAY CHILD CARE - FULL AND PART TIME  
At It Takes a Village Early Learning Center

**Curriculum**

The staff at It Takes a Village Early Learning Center fosters a child's development and growth along the guidelines of the Maryland State Department of Education's Healthy Beginnings tool. To supplement our toddlers and preschoolers, we also use the Abeka Curriculum to nurture a more educational environment and prepare them for Kindergarten.

**Potty-Training**

It Takes a Village fully supports parents in their effort to potty-train their child.

**Rest Time**

Rest time is every day from 1:00 p.m. to 3:15p.m. Send in a nap mat and a small stuffed animal (optional) for rest time. Label all of these items with your child's name. Parents are responsible for laundering nap items.

<b>It Takes a Village Child Care Registration Form</b>				Date child entered care	Date child left care
Child's name Last	First	Middle	Name (Nickname) used		Birthdate
Street address			City	Zip code	
Child's parent/guardian name		Cell phone # ( ) -	Alternate phone# ( ) -	Driver's License #	
Street address			City	Zip code	
Address where you can be reached while child is in care			City	Zip code	
Child's parent/guardian name		Cell phone # ( ) -	Alternate phone# ( ) -	Driver License #	
Street address			City	Zip code	
Address where you can be reached while child is in care			City	Zip code	
<b>Other than you, who else has permission to pick up your child?</b>					
Name		Address		Telephone number	
Name: Relationship:				Home: ( ) - Cell: ( ) - Alternative: ( ) -	
Name: Relationship:				Home: ( ) - Cell: ( ) - Alternative: ( ) -	
Name: Relationship:				Home: ( ) - Cell: ( ) - Alternative: ( ) -	
Name: Relationship:				Home: ( ) - Cell: ( ) - Alternative: ( ) -	



<b>Who does not have permission to pick up your child? If applicable (A copy of supporting court document must be on file)</b>	
Name	Reason

Child's health information			
Date of child's last physical exam:	Child's health care provider	Telephone number ( ) -	
Street address		City	Zip code
Special health problems? If yes, specify.	Allergies, including drug reactions If yes, specify.		
Regular medications? If yes, specify.	Other important information If yes, specify.		
Child's dentist's name			Telephone number ( ) -
Street address		City	Zip code
Child's medical insurance coverage			
Insurance company name		Member/policy number	
Policy holder name		Employer name	
Insurance company name		Member/policy number	
Policy holder name		Employer name	
Consent to medical care and treatment of minor children			
I give permission that my child, _____, may be given first aid/emergency treatment by the child care licensee and/or qualified staff at: It Takes a Village Early Learning Center 906 Enterprise Rd. Mitchellville, MD 20721			
Parent/guardian signature	Date	Parent/guardian signature	Date
When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, or hospital when deemed necessary or advisable by the physician to safeguard my child's health. I waive my right of informed consent to such treatment. I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment. I certify under penalty of perjury under the laws of the State of Maryland that this information is true and correct.			
Parent/guardian signature	Date	Parent/guardian signature	Date

# Child Care Survey

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

What are your child's favorites?

Songs \_\_\_\_\_

Books \_\_\_\_\_

Cartoons \_\_\_\_\_

Breakfast Food \_\_\_\_\_

Lunch Food \_\_\_\_\_

Snack Food \_\_\_\_\_

Games \_\_\_\_\_

Stuffed Animal \_\_\_\_\_

Outside Activity \_\_\_\_\_

Indoor Activity \_\_\_\_\_

Toys \_\_\_\_\_

What things does your child dislike? \_\_\_\_\_

\_\_\_\_\_

If he/she has trouble falling asleep, what do you do? \_\_\_\_\_

\_\_\_\_\_

What are they afraid of? \_\_\_\_\_

What else would you like to share about your child? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_