

Giggle Box Learn ~N~ Play



CHILDCARE

PARENT HANDBOOK



Learning everyday, as we giggle & play

Revised 9/23/25

License # 157960



Dearest Giggle Box Learn N Play Parents,

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Welcome to Giggle Box Learn N Play! We know that choosing childcare for your family is one of the most important decisions you will make. We want to assure you that at our GBLNP centers your child will be safe and cared for in an environment filled with engaging activities while being guided by educated and highly trained teachers. When families trust us with their children, we are challenged to provide a quality program and help give them the foundation for becoming lifelong learners and successful adults.

The most important part of a quality program is a stringent health and safety component. This packet is your comprehensive introduction and includes our GBLNP Family Guide, policies, and Maryland State Department of Education regulations. All Giggle Box Learn N Play employees and parents are responsible for understanding and following the expectations in this packet to maintain a safe and fun place for the children in our care.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Giggle Box Learn N Play Directors



Welcome to Giggle Box Learn N Play Child Care Center

Parents are responsible for reading and becoming familiar with this handbook. We offer full day/ full year services to children ages infant-10 years of age. Our hours of operation are 6:30 am - 5:30 pm with extended care beginning at 5:31 pm - 11:15 pm Essex Only.

HELLO



We are committed to ensuring that your child's time in our care is exciting as well as educational. Please feel free to contact us with any questions and suggestions.

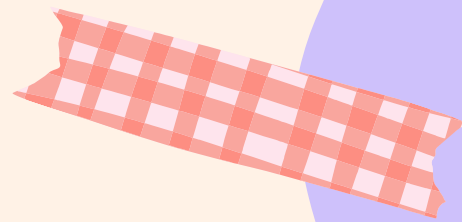
Locations

Essex Location

- 📍 Preschool | 502 Country Ridge Lane Essex, MD 21221
- ☎ Bus 410-238-3232 / Bus 443-530-6120
- 📍 School Age | 544 Country Ridge Lane Essex, MD 21221
- ☎ Bus 410-238-3233
- ✉ giggleboxlearnnplay@gmail.com
- 🌐 www.giggleboxlearnnplay.com



Purpose of Our Program



Giggle Box Learn N Play provide loving care during the crucial years of childhood. We stimulate each child's mental, social, emotional, physical and spiritual growth through a planned developmental approach. Frog Street Curriculum is a comprehensive, research-based program that integrates instructions across developmental domains and early learning disciplines. Engaging and easy to use for both teachers and children.

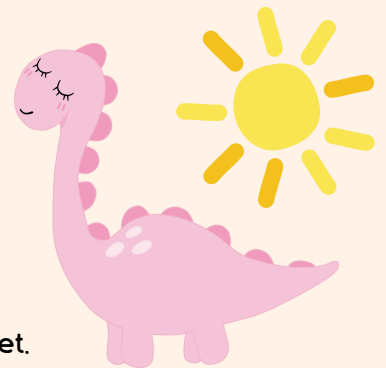


Giggle Box Learn N Play cares about children and meets ADA compliances. We acknowledge the diversity of our families and promote multi-cultural awareness by appreciating, accepting and celebrating the similarities and differences of all people. Therefore, we have developed such a creative program so that your child could have the very best!!

We are apart Maryland State Excels and Credentialing Program.

Parent/Guardian Responsibilities

In order, for us to do our job we must depend upon parents and guardians to do theirs. Therefore, parents and guardians must abide by all terms of our contract, this parent/guardian handbook and any notices included in the registration packet.



We have also taken additional measures to provide you with these conditions in several written forms (this handbook & your contract) Therefore, please read all information carefully before signing our contract, as you will be bound by these terms.

Signing our contract indicates that you agree to all conditions. We promise to live up to our agreement to provide the very best program you could find for your child. We must expect that you will make this possible by providing us with your child's clothing, bedding, payment, etc. so that we can do our job. We are interested in parents who want the very best environment for their children.



Child Orientation

All staff members go out of their way to give special greetings to the new child and parent. To acquaint staff with every child and to reassure the child and parent that the Center is a friendly place to be and they are welcomed. During orientation, the child(ren) will learn the location of: cubby, bathrooms, sinks to wash hands, cots, behavior charts, etc.

Knowing where everything is on the first day helps to alleviate the stress of being the new child. They will also be assigned a buddy to help them feel at home. A one (1) week trial period will be allotted to allow your child(ren) time to get acclimated to our program and teachers. In addition, it also allows the parents/ guardians the time to try out our services at the contracted tuition amount.



Open Door Policy

Parents are encouraged to visit our Center at any time; however, the teachers, administrative assistance and director are available for conference by appointment only. Please DO NOT ATTEMPT TO DISCUSS YOUR CHILD AT LENGTH while the teachers are on duty supervising other children.



Center Closings

Giggle Box Learn N Play will be closed for the following Paid holidays and tuition / co-pays are still due per your contract on the holidays listed below:

New Year's Day	Martin Luther King Jr. Day	Independence Day	Thanksgiving & Day After
Easter Monday	Memorial Day	Labor Day	The week of Christmas (subject to change each year)
Juneteenth	Staff Professional Days To Be Determined		

If the holiday falls on a Saturday or Sunday it will be observed that Friday or Monday. During the Christmas holiday when GBLNP is closed there will be NO negotiation on tuition / co-pays for that week. Please make arrangement to pay tuition / co-pays in advance. GBLNP may also close for staff trainings and development notice will be provided within two weeks of trainings.

Inclement Weather Notice

It is the parent's responsibility to have back up coverage if GBLNP closes due to inclement weather. We believe in being cautious and putting safety first for our staff and childcare family. If we decide to delay opening or close it will be on Channel 2 News by 5:30 am, with a delay the center will open at 9:00 am, however; if we decide to close after a delayed opening it will be announced by 7:00 am. GBLNP does not follow Baltimore County school closings. Please make sure to follow the location where your child(ren) is currently enrolled either Essex or Dundalk for the latest information. In addition, please check your text messages, emails, voicemail and our website for delays or closing information.

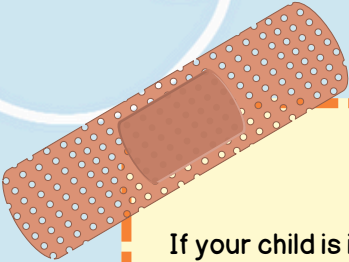
If we are under severe or threatening conditions and closed or delayed, Please check the following:

-  Channel 2 WMAR News
-  Our website
-  Email / Text messages
-  Social Media



*T-Mobile customers will not receive text messages via our Procure system, however; will receive a message from a manager at GBLNP.

It is the parent's responsibility to update all phone numbers, cell carriers for text messages and email.



Injuries or Accidents

If your child is injured or has an accident at Giggle Box Learn N Play, you will receive written documentation of what happened, the time, a witness and what was done. If there is a head or face injury you will be contacted by phone, text or mail to avoid surprise when you arrive to pick up your child. If an injury requires medical attention your child will be transported to the nearest emergency room.

The parent or emergency contact listed on the emergency form will be contacted immediately. A report will be generated with all information pertaining to the injuries or accidents.

I understand that insurance coverage for accidental injury, sickness and/or pain and suffering will not be provided by Giggle Box Learn N Play. I agree that I will be responsible for any medical expenses that might incur because of accident/ incident.



Communications

Children's cubbies are to be kept neat and organized. We are not responsible for communication which the parent, fail to remove information from the cubbies or fail to read the messages on the computer when they check in or out. Parents/ guardians must mark calendars and keep pertinent information handy for reference. We cannot provide individual reminders. If someone else picks up your child, please instruct him/her to forward notices/information to you. Please read all messages in Procure and respond accordingly.

All staff members will go out of their way to give special greetings to children and parents, to acquaint staff with every child and to reassure the child and parent that the Center is a friendly place to be and they are welcomed. We will communicate with all parents via emails, text messages and by telephone.

We encourage parents can respond back via email and text. Conferences should be arranged by the Director on a need basis and will be scheduled during the children's quiet time so that individual teachers may be present. Please contact the Director if special arrangements need to be made.





Purchase of Care Program

Parents receiving Childcare Scholarship (vouchers) and have an assigned co-pay are required to pay their co-pay in full weekly on Fridays by 9:30 AM for the upcoming week. You may always pay your account in advance. If for any reason your child will not be attending care for the week you are still responsible for your contracted assigned copay. Vouchers will be dated the day it's received, if your child was enrolled prior and you were paying by cash, check or credit card, prior to receiving vouchers we can not back date the voucher for a credit, the actual date the voucher was received in our office will be the date we put on the voucher. There will be no adjustments or credit applied to the parent's account.

Should the State of Maryland Childcare Scholarship Program does not pay the portion, it will be your responsibility to cover any past or current tuition for any time frame it is not covered.

It will be your responsibility to keep up with the expiration date of your voucher. Please have back up coverage if your voucher expires and you don't plan on paying the full tuition amount for your child to attend GBLNP until you receive new voucher.



I understand that if I, (the Parent) receive any special rate discounts from GBLNP, and/or receive any credits, bonus or discounts given by any other organizations such as: Child Care Subsidy, Military, and Foster Care, etc. that only one discount can be utilized and applied to the account during any given contract period.



Vacation Payments

To avoid late fees, when your child is absent, for vacations please prepay tuition/ co-pays before going on vacation. Since your vacations are preplanned, you know in advance that your child will not be attending the center, and we expect your tuitions / co-pays to be on time, as you are paying for your child's position whether or not he/she is in attendance.



Check Acceptance Policy

We will only accept a check from the customers who have signed our contract. If someone else is assisting you with payments, they may do so with cash, money order, and online payment through Intuit Network Payment and by credit card.





Refund Policy

- It is the policy of our center to mail refund checks within ten (10) business days after the following have been done:

Received a full Two (2) week written notice of termination, and /or if the center has terminated your contract, providing you have satisfied your contract obligations and there is no outstanding balance on your account. There will be No refund for tuitions/copays if you are not satisfied with our services.

Effective September 23, 2025, **GiggleBox Learn N' Play** requires a **two-week written notice** from parents or guardians prior to ending care. This notice must be submitted in writing and will only be accepted with **termination dates falling on either the 14th or the 30th** of the month.

Please note:

- Tuition is still due in full during the two-week notice period, regardless of whether the child attends.
- Failure to provide the required notice will result in continued tuition charges for the two-week period.

GiggleBox Learn N' Play reserves the right to terminate care at any time and without notice for any reason deemed necessary by the center.

We appreciate your cooperation and understanding as we implement this policy to better serve all families in our program.



Emergency Care

We are not equipped for emergency care. Therefore, if a child exhibits dangerous, out-of-control behavior, or become sick or injured you must have at least three dependable people on your emergency list who are willing and able to be pick up your child within one hour if you are not able to yourself. However: if no one on your card is available and your child is still in our care one hour after our first attempt to contact a pick-up person, please read on so that you will understand our reasons for implementing this emergency care policy. Sick children create major concerns for the Center.

- 1 State regulations prohibit us for caring for sick children, so epidemics do not run through the Center. If your child remains with us, we are in violation of the law.



- 2 Sick children pass their illnesses onto our staff and other children. We do not wish epidemics of flu, virus, pink eye, vomiting, high fever etc. to circulate throughout the Center. It is especially critical that our staff not be exposed to sick children long term because they, in turn, become ill and cannot come into work. We need our teachers present at work to meet our ratio requirements.

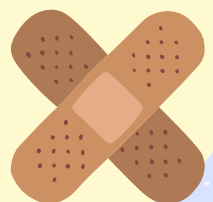


- 3 Sick children do not want to be here. They want and need the comfort of their homes or homes of a loved one. They need quiet surroundings and one-on-one care. They need medication in which these necessities are impossible for us to provide.



We realize that it presents problems for working parents when their children are sick, and they cannot send their children to childcare.

However, sick children are not our responsibility. We are asking that parents not give their children medication to reduce a fever in the morning only to have the fever emerge again at naptime. A fever indicates illness. Tylenol, or the like, does not sue the condition, it merely masks it. Sending a sick child to the Center endangers all other children and staff because your child is contagious the entire morning while playing with other children or being hugged by our staff. If your child is sick, please keep him/her home.





Sickness

A child who exhibits symptoms of acute illness such as vomiting, fever, seizures, severe pain or diarrhea. Your child should be free of any elevated temperature (without the aid of Tylenol, etc.) for approximately 24 hours and a cold abating before returning to GBLNP.

If your child has diarrhea after two episodes in one day you will be contacted to pick up within one (1) hour as well and the child will not be able to return for 24 hours. If your child is sick and absent for more than three days, he/she will require a doctor note to return back to childcare.

We can refuse to accept a child if it is felt that the child is ill or unable to function in the childcare setting.

Please be aware if shots are given to your child a fever may occur and your child may be required to go home.



Hand, Foot and Mouth Disease

Hand, Foot, and Mouth Disease Policy Update

At Giggle Box Learn N Play, the health and safety of our children and staff is our top priority. In light of recent experiences and in accordance with our commitment to minimizing the spread of illness, we are updating our policy regarding Hand, Foot, and Mouth Disease (HFMD).

Effective immediately, we will no longer accept doctor's notes to clear children for early return from HFMD. While some healthcare providers may clear a child within 24 hours of diagnosis, it is important to understand that this virus can remain contagious for 5 to 10 days or longer, even if your child is starting to feel better.

To protect everyone in our care, any child showing symptoms of HFMD—including rash, bumps, or blisters—must remain out of care for a minimum of 5 to 10 days, or until they are completely symptom-free, whichever is longer. This means no visible signs of rash, bumps, or blisters before returning to the center.

We understand that this policy may cause some inconvenience and that it can be frustrating to receive a call to pick up your child. Please know that we do not make these decisions lightly. Our goal is to maintain a healthy and safe environment for every child and family in our community.

We appreciate your understanding, cooperation, and support in helping us keep Giggle Box Learn N Play a clean, safe, and nurturing place for all.

Covid-19 Symptoms:

e.g. sore throat, nasal congestion, runny nose, new or worsening cough, shortness of breath, fatigue/malaise, vomiting, headaches, body aches, nausea, diarrhea, loss of taste or smell within.





Medication

Childcare regulations prohibit us from giving your child medication of any kind unless you have filled out and signed the Permission to Administer Form. All medication must be in the original, labeled container by the pharmacy or physician. No medication will be administered without written, signed and dated notice from the parent. Medication will be administered according to state regulations and doctor orders. By Law, we cannot make any exceptions to the above rules.

Health

State regulations prohibit us from caring for any child exhibiting symptoms of acute illness. If a child comes to childcare displaying any of the symptoms listed below, they will not be allowed to remain in childcare. If the symptoms develop during the course of the day, the parent will be notified immediately and asked to pick the child up from the center.



Immunizations

Effective September 12, 2024, Giggle Box Learn N Play will Not accept any children that aren't vaccinated. This is in an effort to continuously provide a safe place of well-being for all the children entrusted in our care.

General Appearance

- ♥ Doubled over in pain, unable to move
- ♥ Lethargic and unresponsive
- ♥ Vomiting and Diarrhea, Blood in stool
- ♥ Feverish
- ♥ Seizure (although child has no history of seizure disorder)
- ♥ Pink eye, Mouth Sores, Abdominal pain

Skin

- ✦ Pale, grayish, flushed, yellowish skin
- ✦ Hot or cold and clammy skin
- ✦ Skin rashes, sores, swelling or bruising
- ✦ Scratching at skin or scalp, scabies, head lice
- ✦ Hand Foot and Mouth, Chicken pox, Pertussis, Mumps, Measles, Tuberculosis

Breathing

- ✚ Fast, shallow, grasping breaths
- ✚ Difficulty breathing, wheezing
- ✚ Sucken in around ribs
- ✚ Flaring nostrils
- ✚ Persistent or uncontrollable coughing

Appearance of urine / stool

- ✚ Gray or white stool
- ✚ Black or blood - flecked stool
- ✚ Unusually dark or tea - colored urine



Financial Notice

Although we urged you to carefully read the contract before signing it, misunderstandings can still occur; and these can cause hard feelings.

Please read the following carefully before signing our contract. If you have any questions regarding any of the below policies, please call our office. We will be happy to explain their purpose and/or intent.



Enrollment Fee & Registration Requirements

A \$100.00 registration fee is required per child to secure your space. An annual re-enrollment registration fee of \$100.00 will be billed annually in July of each year to your account. If withdrawn more than thirty days a re-enrollment registration of \$50.00 will be billed to your account.



Summer Camp registration fee is non-refundable fee required for children three years of age and older participating in Summer Camp. All parents are required to complete all the forms included in the enrollment packet. All registration fees are non-refundable.

These forms include the Contract of Agreement, Health Inventory, Emergency, Immunization, Parent Boucher etc. Please provide your identification and social security card for the party that will be responsible for the contract.

Tuition Payment

Tuition is due every Friday by 9:30 AM for the next week. You may always pay your account in advance. Tuitions will be accepted in the form of cash, check, tuition express (on our website), myprocare and by credit card at the center. The first week tuition is due with your signed contract and is non – refundable if care is provided. If for any reason your child will not be attending, you are still responsible for you contracted hours of care and payment due upon final day of care that week. No discount on tuition will be provided, if your child misses a day during the contracted time.

There will be a fee of \$37.00 for any returned check. A late fee of \$10.00 per day will be charged for any tuition / copay that was not received on Friday morning with a maximum of three days will be added to your account and your child(ren) will not be able to attend until your account is current. We recognize that this is a large penalty, however; it is intended to provide motivation to pay tuition on time. If you pay your tuition late, but fail to add your late fees, these charges WILL BE DEDUCTIED from the tuition/co-pay FIRST, leaving a balance to be applied to your weekly tuition or co-pay.

There will be a fee of \$5.00 per minute per child that will be charged to your account passed the schedule pick up times based on the center clock. This late fee must be paid in cash only when your child is picked up. Partial payments will not be accepted, and if parent charge their credit card at the terminal for a partial payment it will not allow their child to attend the week if tuition is not paid in full. No exceptions!!



Parental Support

We would like to welcome our new friends to our "family," and invite you to become as "involved" with our program as your time will allow. When you are involved in fundraisers, parties, PTA meetings, etc., you send a message to your child that you care about his/her school, and that you enjoy being here too.

When parents show their children that we are part of their family, the child learns to feel more at home with their teachers and see them as an extension of their family much like their grandmother or aunts may be viewed.



Signing IN and OUT & Attendance Validation

We all take the safety of each child extremely seriously. Signing your child in and out each day is your important responsibility and allows us to do our job - keeping children protected while in our care. Signing in and out not only helps us track attendance of children, but also serves as a key feature of our emergency evacuation procedures. It is also a legal requirement that authorizes us to care for your child during that time period, when you pick up and acknowledges the transfer of care back to you. Not signing your child in or out not only impedes our ability to account for your child's whereabouts in an emergency but can also result in legal and financial penalties for our center from the Maryland State Department of Education. It could put our license at risk and may result in our inability to care for any children due to center closure.

★ The first time you do not sign your child in or out, you will be called to return to the center immediately to complete the sign-in or out or to pick up your child. We will not be able to care for a child who is not signed in by a parent or authorized adult. If we cannot reach you, we will call anyone on the emergency list to pick up your child or sign them in or out. In our GBLNP programs, staff will only sign in children coming directly from school and not physically dropped off by a parent or guardian.

★ The second or third time you do not sign your child in or out, and /or do not validate the attendance. A Non- Validation charge of \$10.00 will be applied to your account per child per sign in - sign out and / or non- validation.

★ A fourth time your contract may be terminated and your child(ren) will be unenrolled.

We hope that you understand the serious nature of this regulation and we promise to work with you to help everyone remember to sign in and out each day. Thank you so much for helping to make the center the safest place it can be.



Schedule Change Notification

In order for GBLNP to accommodate schedule change requests fairly and accurately, please submit all requests **IN WRITING** to the office to have your contract updated.

The form must be submitted to the center office within two (2) weeks to take effect. Please keep in mind that while we will try to accommodate your needs, however; requests to change or add days may take longer depending on space availability. If we cannot accommodate your request at that time, you will be put on a waiting list for the schedule you want in the order of the date that the form was received. Please remember that a schedule change is not effective until you have received a confirmation specifying the effective date of the change. GBLNP does not provide Virtual Learning support.



Non-Discrimination/ Confidentiality

- If you have concerns about our Center, please let us know immediately. Please do so promptly while the situation/ event is fresh in everyone's mind. It is essential that we keep the lines of communications open so that we can all work together with our common goal: to provide the best early experiences for child. There may be occasions to learn things which need to be kept confidential. It is the teachers/parent's ethical obligation to consider all information as privileged and keep such knowledge in strict confidence.
- GBLNP provides full-day and part-day child care (where available) to children between the ages of infancy and 12 years (school-age programs may be available in some centers) without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, disability or special needs, child's toileting ability, medical condition, or any other consideration made unlawful by federal, state, or local laws.
- The Americans with Disabilities Act requires that reasonable accommodations be provided to people with disabilities. The law covers children with disabilities seeking reasonable accommodations in a childcare setting, as well as the parents/guardians served. GBLNP will conduct an individualized assessment of the particular needs of a child and family. We engage in an interactive dialogue with parents/guardians, caregivers, and medical professionals to identify reasonable accommodations and to safely integrate the child into the program, given everyone's capabilities, and to give the family full access to and participation in our programs to the extent feasible. Any information regarding a child, a child's family, or other matters discussed with center management or staff will be held in the strictest confidence.
- If you have concerns about our Center, please let us know immediately. Please do so promptly while the situation/ event is fresh in everyone's



CODE OF BEHAVIOR



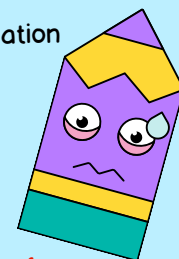
Children must treat the faculty, themselves and fellow students with respect and courtesy. Inappropriate language, name-calling, aggressive behavior (hitting, biting, scratching, etc.) will not be tolerated.

We need to provide a non-threatening environment for every child and faculty member in our Center. Children who pose a physical, verbal or emotional threat to the staff or other children may be suspended/terminated.

Suspensions & Terminations

Giggle Box Learn N Play will suspend and or terminate your contract immediately for any of the following reasons (but not solely limited to):

- ✗ Failure to comply with the policies set forth in this book
 - ✗ Failure to comply with the contract
 - ✗ Destructive or hurtful behavior of child that persists even with parent cooperation
 - ✗ Non- Validation for attendance, Non payment, Late Fees and/or recurring Late Pick Up
 - ✗ Failure to show up for 5 days in a row without any communication
 - ✗ Failure to complete required forms
 - ✗ Inability to meet the child's needs
 - ✗ Blatant disrespect towards center or center's staff
 - ✗ If parents knowingly bring their child(ren) sick constantly
- Tuitions / copay will not be refunded due to not being in care for sickness, vacation etc.**





Special Needs

GBLNP is committed to the inclusion of all children with special needs and disabilities. We believe that children with additional needs have the right to be educated and developed to their full potential alongside other children.

We believe in early identification through observations, assessments and parent partnership to identify children's needs. All children will be treated as individuals and will be valued equally regardless of their abilities. GBLNP aims to give every child the opportunity to develop to their full potential whatever their individual needs. We are committed to providing appropriate support for every child with additional needs. Caring for any child can be challenging, enjoyable and extremely rewarding. All children have the same basic needs, but we may have to meet these needs in different ways. If your child has a special need of any kind, we will discuss resources that could be of some help and answer any questions or concerns you may have upon enrollment.

Observation Practice

Effective observation enables us to plan, organize and to create the best learning environment for each child. These observations are done by taking anecdotal notes daily on each child. Teachers take notes of each child's physical, social emotional, language and other variety assessments. The purpose of these observations is to determine what areas each child needs help in to reach their developmental and educational goals. Information from classroom observations is shared with parents in the fall and spring of each year, so parents can see specific examples of their child's progress.

Policy Changes

Revisions and deletions to policies and procedures, contracts and forms may be done with a minimum of two (2) week notice UNLESS it is a new regulation – these changes will take place immediately. Policies, contracts, and forms will be reviewed periodically and updated, if necessary (usually every January). We will notify parents in writing of any changes. All previous forms will become obsolete.

Food Service/Nutrition Program

Breakfast, lunch and snack will be provided each day for the children. If a child brings in their lunch meals are checked and monitored before given. If a child doesn't have all food requirements, then we will supplement items from the food menu for the day. Please understand that your child's diet is directly related to his/her performance and behavior. When children eat nutritionally balanced meals appropriate for their age levels, they have a better capacity to learn and think. They also have better self-control.



Breastfeeding

Breastfeeding creates a healthy start for babies, providing ideal nutrition and a multitude of health benefits for both infant and mother. Giggle Box Learn N Play ensures that all breastfeeding families have the support they need as a comfortable environment for mothers to nurse.

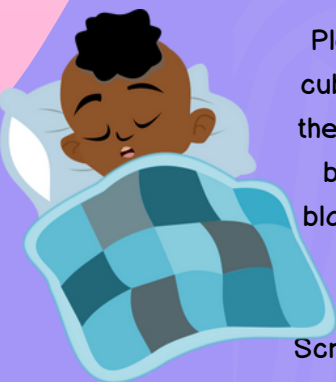
All teachers make sure that breast milk brought to the center is properly stored labeled with the child's first name, last name and the date. All staff members working with infants are breastfed certified trained on storage handling, and developmentally appropriate breastfeeding practices.



Rest Period / Quiet Time / Screen Time / Cellphone

Giggle Box Learn N Play will provide each child with a daily rest period, however: the parents will be responsible for providing a sheet and blanket. State regulations require that every child must have a fitted sheet for their cot and or crib.

Please bring in a clean sheet and blanket on Monday mornings and place them in their cubby. The teacher will place it on their cot/crib daily and on Fridays the teacher will put the sheets and blankets back in the cubby to be taken home for washing. If you forget to bring the sheet and blanket back on Monday, GBLNP will provide an extra sheet and blanket to your child(ren) for the day only. Constantly forgetting to bring in the sheet or blanket will result in a \$5.00 cleaning fee weekly.



Screen time limited to no more than 30 minutes per week of educational information over 2 years of age.

GBLNP will not be responsible for School Ager(s) using their cellphones, all phones must be charged before arriving. Staff will not speak with parents through their child(ren) cellphones, they must call the center.





Labeling Your Child's Belongings

Please label everything (clothing, sheets, book bags, swimsuits, bottles, etc.) with a Permanent Marker or labels. We will do our best to see that labeled items are put into the correct cubby; however, please understand that we cannot keep track of everyone's belongings, nor will we be responsible for other parents who take your child's belongings home by mistake.



Extra Clothing / Supplies

All children must have a change of clothing (including underwear) available at all times. Clothing should be updated as the season change. Diapers, pull-ups and wipes should be provided by parents for all infants and toddlers not potty learned. Reminders messages will be sent for additional supplies in our check out system prior to running out. If supplies are not received within 48 hours of notice and GBLNP provide supplies, there will be a fee of .50 per wipe, .75 per diaper and \$1.00 per pull up.

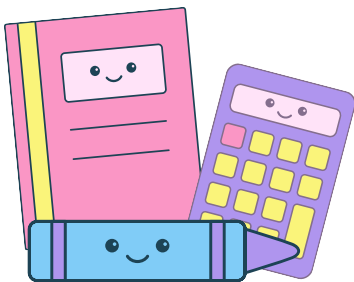
We will not take responsibility for stained clothing. Remember, a developmentally appropriate program will provide your children with the experiences to discover, explore and investigate their environment. This is most often a "messy" situation.

Children must wear shoes which provide adequate safety measures. Shoes need a strap, Velcro or string that tie across the top to secure the foot inside. They must also have a rubber backing and rubber bottoms to avoid slipping or tripping.

Tennis shoes are the safest type shown.



Hazardous shoes such as flip flops, jellies most sandals are not permitted. Children cannot be accepted without proper shoes. This policy will be strictly enforced.



School Supplies

All children aged two (2) and up must bring their own school supplies for their arts and crafts. We will remind you when supplies are low.

Please bring the following supplies before their first day of care and the beginning of every school year:

Tissue Wipes Crayons Pencils Notebook Scissors Markers Smock Glue Sticks



Parent Conferences

To maintain a good rapport with our families we conduct mandatory parent/teacher conferences twice a year, one in the fall and one in the spring. Conferences may be initiated by the parents or teachers any time of the year.



Field Trips and Transportation

Giggle Box Learn N Play has scheduled field trips throughout the year. The summer camp fee is a non-refundable fee and is due by the second week of June the summer camp fee will be announced by March of each year. The registration fees which covers the trip, transportation and meals. There will be no refunds given from the registration fee, weekly tuition / co-pay because your child will be absent on a field trip day.

As a field trip safety precaution, we will provide a GBLNP T-shirts during the field trip. Having the children dressed alike makes it very easy to identify our group. T-shirts are available for purchase. During the field trips if we deem necessary based on their behavior, your child (ren) may need a chaperone, if for any reason one is not provided, and you decide to terminate the summer camp program a refund will not be provided.

Field Trip Permission



I understand that insurance coverage for accidental injury, sickness and/or pain and suffering will not be provided by Giggle Box Learn N Play. I agree that I will be responsible for any medical expenses that might incur because of accident/ incident while on the trip.

I hereby give permission for my child to go on trips within the community such as Family Dollars/ Dollar Tree, aside from summer camp field trips. I also give permission for pictures and/or videos to be taken of my child (ren) in the program setting for general record-keeping purposes and advertisement. In addition, give permission to sunscreen being applied to my child (ren) prior to outdoor activities along with water activities.

Transportation

I understand that by initialing the box for transportation and signing the contract I'm giving consent for Giggle Box Learn N Play to transport my child(ren) to and from school and on field trips.

Children will be transported properly in a seat belt, car seat, or booster seat. Parents may be required to supply a car seat or booster seat as needed for use of field trips.

Staff will secure all car seats or booster seats and seat belts; making sure each child is properly secured before setting the vehicle in motion. A cell phone will be available in the case of an emergency, a first aid kit and list of emergency contacts for all children and staff will be in the vehicle during transportation of children.

Drivers will be legally- licensed and shall not be under the influence of any chemical substance that may alter their ability to drive.

In the event of an accident, I waive my right to sue Giggle Box Learn N Play's driver.



Arrival and Departures

All children must arrive for care no later than 9:30 AM, unless a different arrival time has been agreed upon. Please notify us as soon as possible if your child will arrive early, late or not at all. All children must be dropped off and picked up at the contracted time agreed upon.

The top priority in each center is the safety of children. In order to keep them safe there are Giggle Box Learn N Play, State Regulations rules must be followed. GBLNP, CANNOT legally release your child to anyone without advance written authorization from a parent or guardian, and any adult must be prepared to provide a photo ID when entering our centers. Acceptable advance pick up notification can be a signed and dated handwritten note an email to the director, or even a fax with the date and your signature. If an unauthorized adult comes to GBLNP to sign out they will be asked to wait while we attempt to contact, you. This delay may result in late pick-up charges. This policy is in effect for ALL adults including enrichment teachers, family members, friends, and playdates.

If you do not provide proper notification you will be responsible for all resulting late pick up fees. Late pick up fees are \$5.00 per minute per child, due to your center within 24 hours. Please see our Late Pick Up Policy for more information.

While we understand that sometimes it can slip your mind, emergencies happen and unexpected situations can occur, we must put the safety of each child first. We have had to establish this policy to address the parents who repeatedly do not notify GBLNP in advance of pickups that are not on their Child Information Form. Everyone is affected – classrooms may not be able to comply with teacher-child ratios; teachers and their families could be personally affected; however, it is especially difficult for your child who is expecting to leave the center. Therefore, we ask for your understanding and full cooperation regarding this policy.



Late Pick Ups



GBLNP Centers close at 5:30 pm every day with extended care starting at 5:31pm (for an additional charge). Please refer to your contract for drop off and pick up times, thus each parent has different drop off and pick up times based on their contract. Your child(ren) must be totally ready to go home, with gear packed up, prior to that time. It means that all students, parents, and staff must be out the door by that time.

Therefore, we require that all parents (babysitters and guardians) arrive at school at least 10 minutes BEFORE their pick-up time so that your child(ren) has a few minutes to have a smooth transition.

While we understand that emergencies and unexpected situations do occur from time to time, we must be very strict about late pick-ups. This procedure is designed to consider occasional problems but also addresses the situation. If there is some type of common problem, we will not put this policy into practice for that day. If a group of parents arrive late with the same explanation or we receive an official report of a traffic or emergency situations, we will not enforce the policy for that day. You will receive a notice from the office and must pay \$5.00 per minute per child for minute that you are late. This fee is paid directly to the office and must be paid within 24 hours for your child(ren) to attend.

This payment is to cover the cost of time our school is paying our teachers for overtime or going over their scheduled hours. Failure to pay the late fee will result in your child(ren) not attending care until the late fees are paid. If late fees are not paid within 24 hours, and we have not heard from you, your account will be suspended.

This is very sad, unfortunate, and difficult for all of us as the child is important to us and never responsible for the situation. If there is someone on the waiting list, they will be called to fill your spot. The account will move into Collections including up to court proceedings if your account is not at a zero (0) balance within 30 days.





Family Changes

Please advise us of any family life changes that may affect your child's emotions. Divorce, separation, death, moving, etc. are difficult to accept and /or express to your young child. If we are aware of these circumstances, we will be in a better position to help see your child through these trying times.



Custody Policy

If the name of a child's natural father and natural mother is noted on the forms provided to Giggle Box Learn N Play, then either the child's natural mother or natural father will be legally able to pick up the child, unless the Center is provided with a court order giving explicit instructions that the child may not be taken by a parent. Giggle Box Learn N Play has the understanding that withholding a child from his/her natural parents without a court order would constitute a violation of the natural parent's rights. By enrolling your child in Giggle Box Learn N Play you agree to our terms.

Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parent or guardian access to his or her child.

We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, Giggle Box Learn N Play primary concern is the safety of all children and staff at the center. For that reason, the center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.



Child Abuse

We are aware of our legal responsibilities as a mandatory reporter of child abuse and will continue to report any suspected acts of abuse.

Damages

Parents / guardians are financially responsible for repairs/ replacement of damaged property caused by their children, whether it belongs to the center or to others, especially if it is intentional. It is important to teach children to respect property.



**Thank you for choosing
Giggle Box Learn N Play !**