

The Children's Center of North Harford

Family Handbook

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Welcome to The Children's Center of North Harford, where children thrive and grow!

As the Children's Center of North Harford begins another year of preschool classes, we look forward to an exciting year of growth and fun through learning for each child enrolled.

Over 50 years ago, our community, supported by local churches (Holy Cross Episcopal, Saint Mary's, Emory, Highland, and Chestnut Grove), had the foresight to recognize the need for a quality childcare center in rural Harford County. Establishing itself as the Street Interfaith Council, the visionary members of the committee pursued funding and support for a child care center to serve area children and families. Opening its doors at Holy Cross Episcopal Church Parish House in November 1971, the Children's Center of North Harford began its four decades of non-profit service to the northern Harford and southern Pennsylvania communities, a history of trust and reliability you can count on.

The programs at Children's Center have continually evolved over the years to meet the community's changing needs. They are approved and licensed by the Office of Childcare of the Maryland State Department of Education, ensuring our commitment to quality and adaptability.

The Children's Center is proud to be part of the unique Highland Commons, organized by the Highland Community Association. The school is governed by a dedicated volunteer board of directors that meets bi-monthly to discuss and implement ways best to support all members of the CCNH school family.

The Children's Center relies upon tuition income and donations to fund its operating budget, rent, staff salaries, materials and supplies, equipment, and building maintenance.

Children's Center of North Harford is a trusted and established non-profit 501 (c) (3) organization.

At the Children's Center, we are committed to creating a program that facilitates each child's growth at their own pace across social, physical, emotional, and cognitive development. Our program is based upon a child-centered philosophy, recognizing that each child is an individual, growing at their own pace. We believe that children learn best through play and interactions with their peers. Through our staff, facility, and supportive parent-staff involvement, we aim to provide the best possible learning environment to foster the growth of each child enrolled at the center.

When the Children's Center first began classes, the program consisted of two mornings a week, with an enrollment of approximately 12 children, ages three and four combined. Over the years, the center's enrollment has grown, and programs have been expanded to meet the needs of the families and children within our community. Through the dedication and hard work of the staff and parents, this commitment will always be maintained at the Children's Center of North Harford.

We are glad that you are here!

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Handbook last updated on: 01/16/2026

Licensing

The Children's Center of North Harford programs are licensed by the Office of Childcare/Maryland State Department of Education.

The Center's preschool programs are based upon a child-centered philosophy and include the following curricular topics: Art, Music, Physical Education, Language Arts, Pre-reading and pre-writing skills, Science, Social Studies, and Math Readiness.

The Children's Center offers the following programs for preschool children:

1. TWO-YEAR-OLD PROGRAM: The maximum class size for our two-year-old program is 12 children with one teacher and one aide.
2. THREE-YEAR-OLD PROGRAM The maximum class size for our three-year-old program is 16 children with one teacher and one aide.
3. FOUR-YEAR-OLD PROGRAM The maximum class size for our four-year-old sessions is 16 children with one teacher and one aide.

The Children's Center currently offers various classroom attendance schedules. We offer a two-day Tuesday/Thursday program and a three-day Monday, Wednesday, and Friday program. Children may also be enrolled five days a week. CCNH provides a half-day program from 8:45 a.m. to 12:00 p.m. and a full-day program from 8:45 a.m. to 3:30 p.m.

Philosophy

The Children's Center of North Harford is a non-denominational, non-profit child development center. The center welcomes all children regardless of race, color, sex, or national origin. Our experienced and competent staff, well-versed in child development, are committed to encouraging the intellectual, social, physical, and emotional growth of each child enrolled. The center's program aims to:

- 1) Help the children enhance their self-image
- 2) Develop their motor, perceptual, and sensory skills
- 3) Encourage the expression of ideas, thoughts, and feelings through practical language skills
- 4) Develop their abilities to work, play, and share with others
- 5) Promote the growth of a positive attitude towards other children and adults
- 6) Provide a variety of materials that challenge children and materials and learning activities that encourage creative play
- 7) Stimulate the children in the discovery of their environment
- 8) Provide an opportunity to experience fairness and kindness, as well as recognition and acceptance by others

The three interlocking characteristics of children's learning:

- 1) MOTIVATION (desire), 2) ACHIEVEMENT (accomplishment/success), and 3) COMPETENCE
(Increasing abilities to solve problems and make decisions) are emphasized in the Children's Center's educational program.

Educational Philosophy

The Children's Center uses a combination of the nationally recognized Frog Street curriculum and our own educational program.

1. Purpose of the CCNH educational program
 - a. To educate the whole child in a variety of ways that are developmentally appropriate and sensitive to the individual child's characteristics
 - b. To provide and promote an educational program that ensures the development of the whole child and establishes a strong foundation for all future learning
2. Educational Program Goals
 - a. To help the children acquire a positive self-image and an intense love of learning
 - b. To encourage the children's independence and decision-making skills
 - c. To promote a child's competency as a thinker and communicator
 - d. To nurture and promote each child's uniqueness as an individual
 - e. To provide each child with a strong foundation of support to enable a positive educational experience

3. The Developmentally Appropriate Curriculum at CCNH
 - a. Definition of developmental appropriateness: “Developmentally appropriate practice (DAP) is an approach to teaching grounded in the research on how young children develop and learn and what is known about effective early education. Its framework is designed to promote young children's optimal learning and development. (www.naeyc.org)
 - b. The curriculum utilizes the five domains of learning: physical development, cognitive development, social development, language development, and self-help skills.
 - c. CCNH recognizes that children learn the most through play experiences, both planned and self-occurring.
 - d. CCNH recognizes that learning is continuous and not limited to persons, places, or times.
 - e. CCNH recognizes that a child’s learning is most meaningful when it is concrete, active, and experimental.
 - f. CCNH recognizes that a child’s learning is most relevant when it stems from their interests and relates to their own life experiences.
 - g. The CCNH educational program is based upon a child-centered philosophy and includes the following areas of study:
 - i. Art & Music
 - ii. Physical development
 - iii. Language & Literacy
 - iv. Social/Emotional Development
 - v. Math & Science
4. Roles of the Teacher in Learning
 - a. The teacher holds the role of facilitator in a developmentally appropriate environment.
 - b. Teachers recognize that each child is an individual who comes to school with their own personality, interests, needs, maturity, abilities, background of knowledge, and modes of learning.
 - c. Teachers structure the classroom environment so the children have various learning avenues.
 - d. Teachers establish predictable, stable, and nurturing environments that ensure each child feels valued, safe, and secure.
 - e. Teachers use observations of the children to plan for future activities and experiences.
 - f. Teachers mediate the children’s learning by providing guided activities and arranging the environment for self-directed play.
 - g. Teachers use a variety of strategies to encourage and support the children as they work alone and in groups to make their own discoveries, take risks, and learn through trial and error.

5. Guardian Roles

- a. Guardians recognize that a cooperative partnership between the home and school must exist for their child's school experience to be most effective.
- b. Guardians can participate in their child's educational experience at CCNH in various capacities that fit each family's availability.

6. Results of a Positive Teacher and Guardian Partnership

- a. The children's self-esteem is enhanced when guardians participate in their child's school experience.
- b. Guardians know what experiences are given to their children and can be involved if they wish.

Communication is engaging and regularly occurring, providing a seamless transition from home to school.

Guardian Involvement

The Children's Center encourages an open and active relationship with the families of the children we serve. Guardians may interact with the school in a variety of capacities, such as:

- 1) Classroom volunteers
- 2) Creators/providers of innovative equipment/materials
- 3) Invested supporters of the center

- 1) Individual conferences are held with teachers to discuss children's progress and development at least two times (Fall/Spring) during the school year. Please see the school calendar for specific dates. Teachers are happy to arrange to see guardians on different days and will offer alternate appointments to accommodate families in scheduling conferences. Guardians are encouraged to contact their child's teacher or the director whenever a question or concern arises.

CCNH Adult Altercation Policy

Adult altercations are not tolerated on CCNH premises or at any off-premise CCNH function. If an altercation occurs between two or more adults that results in legal charges being pursued, CCNH, upon confirmation of a conviction, holds the right to bar those individuals from CCNH premises and outside functions for one calendar year from the date of conviction. CCNH has no interest in becoming involved in any legal issues between adults involved in any altercation that may have occurred on or off CCNH premises.

The CCNH board of directors adopted this policy on January 9, 2002.

School Policies and Procedures

Registration

Registration usually takes place in February of each year. Guardians of currently enrolled children can re-enroll their children for the upcoming school year, if desired, before open registration. After the currently enrolled children are registered, the guardians of children whose names are on the center's registration list will be notified of the availability of specific openings and the registration procedures. Families may have their child's name placed on the registration list by contacting the director at 410-836-0444, or by e-mail: ccnhdirector@gmail.com

Class Placement

In placing a child in a particular class session, the following criteria are considered: 1) the chronological age of the child, 2) the child's development, 3) availability of openings in a suitable class(es), 4) the order (first to last) of family attendance at registration when first-come, first-served registration is in effect.

5) Family preference. After considering the above criteria, the final placement will depend upon the director's discretion.

Registration is completed upon:

- 1) Submission of the completed registration contract to the director**
- 2) Payment of the registration fee**
- 3) All required paperwork is completed and turned in to the director (including health forms).**

School Conferences

The Children's Center conducts bi-annual conferences for its students. The fall session occurs in November of each school year, and then the spring session occurs in either March or April of each school year. Conference dates are communicated in both the tentative calendar of events given to families at the beginning of each school year and in the school's monthly newsletter and calendar. Teachers complete formalized assessments in October and February of each year using a combination of social-emotional evaluations developed by the Children's Center and Brigance Early Childhood Assessments. Invitations to sign up for conferences are sent via email from Signup Genius approximately 2 weeks before each conference. In-person and phone conferences are available.

HEALTH FORMS

Maryland's Immunization Certificate and DHR Health Inventory Forms for NEWLY enrolled students are available at the center at the time of registration. These forms must be completed by the child's physician and placed on file at the Center before the child is placed in a class. Forms may also be downloaded and printed from the Office of Childcare website of the Maryland State Department of Education:

<http://www.dhr.state.md.us/cca/license/forms.htm>

Wellness Policy

For the welfare of all the children in CCNH's care, we ask that your child be kept home if they are ill. You will be contacted immediately if your child develops symptoms of illness while in our care. We will do everything we can to keep them comfortable while they wait to be picked up. State health regulations require children with the following symptoms to be excluded from child care.

- *Fever over 100° (taken orally).
- *diarrhea (2 or more watery stools in 24 hours).
- *vomiting
- *rash not associated with diapering, heat, or allergic reaction.
- *Sore throat if associated with fever or swollen glands in the neck.
- *Severe coughing leading to gagging, vomiting, or difficulty breathing.
- *pink eye.
- *untreated scabies or head lice.
- *ringworm

Upon return, a doctor's note will be required for children absent for more than five class days. Please get in touch with CCNH should your child become ill and be absent from care. Children must also be symptom-free for 24 hours without over-the-counter medications before returning to care. While protecting your child's privacy, CCNH will send a general warning that the illness has been observed at the center so that other families can look for symptoms in their child.

- CCNH also utilizes the Centers for Disease Control, Maryland Department of Health, and MSDE guidelines for protocols, exclusion, and return to care decisions for any specific illness outbreak.
- The school must communicate with both licensing and the Maryland State Health Department regarding specific illness outbreaks such as COVID or the Flu. The affected classroom(s) may be mandated to close for 2-5 days while a long-term course of action is determined, possibly including closure for up to 14 days.

Medication Policy

There are instances when it may be necessary for your child to receive medication while in CCNH's care. There is always a staff member certified in Medication Administration on staff at CCNH. Please speak to the director about any medication needs when registering your child, or if they arise during the year.

For CCNH staff to administer medication, parents must complete a Medication Administration Authorization Form, which must be signed by a licensed healthcare provider. A copy of the form is available through the director's office. Additional forms for asthma and allergies are also required if the medications are for those purposes.

All medications must be in the original container with dosage directions and a visible expiration date. Prescription medications must also be in the original container and labeled with the child's name, date of prescription, name of medication, dosage, administration schedule, administration route, special instructions, duration of the prescription, and expiration date. A record will be kept at CCNH documenting the dosage and time medications were administered.

Inclusion

CCNH's programs are developed to include all children with disabilities, unique learning, and developmental needs. Additionally, children are not discriminated against due to race, religion, family background, or culture. The curriculum, activities, books, materials, and environment reflect the diversity of all families and the wider community.

Modifications will be made to the environment, materials, curriculum, and other aspects to accommodate students with special needs. CCNH works well with the Harford County Public School Infants and Toddlers Program and the Early Intervention Preschool Partners Program. If your child has an IEP or IFSP, please submit a copy to the director, who will share it with the teachers working with your child to ensure we incorporate the required modifications and goals. CCNH is also open to working with other service providers (OT, PT, Assistive Technology, SLP, etc.), and we encourage your child's service providers to visit our classrooms so we can work collaboratively to ensure your child's experience at CCNH is successful. Please discuss any concerns with your child's teacher or the director.

Positive Guidance Policy

The staff at the Children's Center will reduce the need for discipline by setting age-appropriate, consistent limits and clearly communicating the classroom rules. When developmentally appropriate, children at CCNH can assist staff in setting the laws that govern their environment through classroom discussion and activities. The Children's Center's goal is to provide an environment that allows children to learn, explore, and succeed with praise and positive reinforcement to minimize the need for disciplinary action.

Our staff is trained to be consistent and nurturing towards each child. Reasonable expectations help to keep conflicts to a minimum. Disciplinary actions are rarely required when children are kept in a stimulated, nurturing, and creative environment.

1. CCNH's Positive Guidance practices include the following:

- Encourage children, with adult support, to use their own words and solutions to resolve their interpersonal conflicts
- Communicate with children by getting down to their eye level and talking to them in a calm, quiet manner about what behavior is expected
- Provide choices that allow children to take ownership of the situation.

- Provide safe classroom areas and materials for children to decompress and work through emotions.
- Provide distraction/redirection by changing the child's focus to a new activity, such as offering a different toy or the opportunity to move to a different area of the classroom when challenging behaviors are displayed.
- Have children take a break from the activity or experience under the supervision of a staff member until reintroduction is appropriate

Behaviors Policy

At CCNH, we believe in open communication. In the event of an incident, our policy dictates that both the guardian of the child who caused the injury and the guardian of the injured child will be promptly notified. We respect the privacy of all parties involved and do not share the children's names. Incident reports will be completed, and first aid will be administered to the injured student.

At CCNH, we take all instances of chronic disruptive behavior seriously. When a child's behavior is consistently upsetting to the well-being of another child or the overall class environment, the following actions will be taken:

1. Once a child exhibits two behaviors within one week, we invite the child's guardians to a conference. This is a collaborative discussion to understand the issue and identify possible solutions. Staff will begin conducting classroom observations and logging behaviors to understand and pinpoint the causes of the behavior. The child may also be asked to be picked up from the program.
2. If the plan of action is unsuccessful and the child displays two or more behaviors within one week following step 1, the family will be contacted to discuss adaptations to the original behavior plan. Depending on the scheduled attendance, the family will also be asked to keep the child home from school for 2 to 3 school days.
3. Upon return to school, if no progress has been made towards solving the problematic behavior following steps 1 and 2, and the child displays two or more behaviors within one week, we will take the necessary steps to ensure the well-being of all children, including potential disenrollment from care.

Once a plan of action is implemented, if the child displays two or more behaviors within one hour, the family will be notified, the child will be sent home for the remainder of the day, and the appropriate next step will be followed.

If a child goes over three weeks without a behavior, the process begins at step one.

CCNH also reserves the right to cancel the enrollment of a child for the following reasons:

- Nonpayment or excessive late payments of fees
- Physical and verbal abuse of staff or children by a parent or child
- Not observing the rules of the center as outlined in the handbook or registration contracts

School Calendar Policy

The Children's Center's yearly school calendar generally follows the Harford County, Maryland Public Schools Calendar, but may vary slightly. A copy of the center's school calendar is available to families for specific holiday and closing dates.

When the Children's Center of North Harford is closed due to inclement weather/emergencies, an announcement will be made via e-mail, Facebook, and the Remind app.

Inclement Weather Policy for Preschool Classes

If Harford County Public Schools Are Closed, CCNH Preschool classes will be closed.

If Harford County Public Schools Open One Hour Late, CCNH morning preschool classes will meet from 10:00 a.m. to 12:00 p.m.

If Harford County Public Schools Open Two Hours Late, CCNH morning preschool classes will meet from 11:00 a.m. to 1:00 p.m.

If Harford County Public Schools Open Three Hours Late, CCNH morning preschool classes will meet from 11:30 am to 1:30 p.m.

Should an M, W, or F class be canceled for more than three sessions, or if Tu, Th classes are canceled for more than two sessions due to inclement weather (or the like), that number of classes over 3 and 2 will respectively be made up at the end of the school year or on snow makeup days which will be listed on the school year calendar. Any potential days added to the end of the school year for missed classes will not exceed the preschool calendar by more than 2 class days and will be issued at the discretion of the CCNH Board of Directors.

Absences and Withdrawals

- A. No tuition deductions are made for the child's occasional, prolonged absences or student vacations.
- B. In cases of long-term illness of the child, tuition deductions are considered individually by the board of directors.
- C. A written statement from the child's physician regarding freedom from infection when the child has been absent due to illness for five (5) or more consecutive school days is required for re-admission to the center.
- D. CCNH cannot allow students to make up school days due to absence.

Early Withdrawals

All families are expected to fulfill the full school-year tuition obligation by either paying the total amount in a single payment or completing all 9 installment payments. In cases of early withdrawal from the center's program, guardians are responsible for the full installment for the child's last month of attendance, regardless of the number of days the child actually attended. Children who disenroll from CCNH must provide at least 30 days' written notice.

School Parking

Children's Center parking is available:

- 1) Across the street at the primary school building (708 Highland Rd.) on BOTH sides of the building.
- 2) In the adjacent Highland Presbyterian Church parking lot.

Patrons are also asked to consider the following:

- 1) Please use caution when backing up to exit parking spaces. Drop-off and pick-up times are busy, and children may be challenging to see.
- 2) Young children and babies should not be left inside a car when dropping off.
- 3) If congestion occurs, consider using the lot on the opposite side of the building.
- 4) Families cannot park in the street for drop-off or pick-up times.

When using the Highland Presbyterian Church lot, please consider the following:

- 1) CCNH is permitted to use the church lot through the church's and its congregation's generosity.
- 2) Use of the church lot is intended for short-term parking only.
- 3) Please take appropriate safety measures while on the church lot, such as adequately supervising children and following appropriate speed limit laws.
- 4) Highland Presbyterian Church does not allow parking in the driveway between CCNH and the church lot.

* Outdoor camera footage is recorded for 30 days and is available to the Harford County Sheriff's Office, the Executive Director of the Highland Community Association, and the CCNH Director in the Highland Building Office.

Student Photo Policy

Photos are an essential tool for the teachers in our program. They document activities and experiences throughout the year, and classrooms send home photo booklets at the end of each year.

We want your permission to use these photos in newsletters, advertising brochures, newspapers, and on our website. We will never reference your child by name or provide any specific information regarding your child. We will never sell these photos; we will use them exclusively for Children's Center purposes. You will be asked to indicate your preference regarding publishing your child's picture on the CCNH Photo Release Form.

Screen Time

On July 20, 2015, the Maryland Code of Regulations was amended to include the following statements regarding screen time activities at Child Care Centers, such as CCNH:

C. Screen Time Activities.

(1) Definitions. In this section, the following terms have the meanings indicated:

(a) “Interactive technology” means educational and age-appropriate technology, including programs, applications (apps), noncommercial television programming, videos, streaming media, and eBooks that are designed to:

- (i) Facilitate active and creative use of technology; and
- (ii) Encourage social engagement with other children and adults.

(b) “Passive technology” means noninteractive television, videos, and streaming media.

(2) Limited use of appropriate interactive technology may support, but not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children aged two years or older.

(3) Viewing Restrictions. Except as outlined in §C (4) of this regulation, a child in attendance who is:

- (a) Younger than two years old may not be permitted to view any passive technology and
- (b) Children two years or older may not view more than 30 minutes of age-appropriate, educational passive technology per week.

(4) Exceptions.

(a) An occasional exception to the weekly passive technology viewing limit outlined in §C (3) of this regulation may be made for a special event or project, including a holiday or birthday celebration or educational content related to the childcare home’s curriculum.

(b) If an exception to the weekly passive technology viewing limit is made, a written record of the exception shall be made and retained on file that documents the following:

- (i) Nature and duration of the programming viewed; and
- (ii) Reason for the exception.

(5) No child may be permitted to view any:

- (a) Passive or interactive technology during a meal or a snack; or
- (b) Media with brand placement or advertising for unhealthy or sugary food or beverages.

(6) The provider shall give the parent of each enrolled child a written screen time policy that addresses the use of passive and interactive technology during childcare hours.

To comply with this regulation, CCNH implemented the following screen time policy.

The Children’s Center of North Harford understands that TV and other electronic media can hinder exploration, play, and interaction with others, thereby hindering learning and healthy physical and social development.

Therefore, we will restrict screen time by:

- ☐ Allowing a maximum of 30 minutes total per week of non-interactive educational and age-appropriate screen time (television, video, and DVD).
- ☐ Allowing no more than 15 minutes of educational computer time per day.
Computer time will be a planned part of the instructional program and
Will be actively supervised by teaching staff.
- ☐ Not allowing any screen time during meals and snacks.

Exceptions to this policy will be made during special events/party days. Records of these special events will be kept in accordance with COMAR, as stated above.

CCNH EMERGENCY PREPAREDNESS POLICIES

Fire & Safety Drills

Evacuation drills for fire and other emergencies are practiced monthly. When severe weather is present, CCNH monitors the weather and is prepared to move children to safety quickly if necessary.

Emergency Preparedness Plan

Our child care center's philosophy is to keep your child safe while in our care at the Children's Center of North Harford. In light of recent global and local events, we have developed an emergency plan to be implemented if such emergencies arise in our area. Our emergency plans are reviewed annually. Staff are trained in the appropriate responses, and local emergency management is aware of these plans. The specific type of emergency will guide where and what precautions will be provided.

Shelter in Place—This plan would be implemented during a weather emergency when outside conditions are unsafe or when threats exist. In this plan, children will be cared for indoors (in classrooms or the basement, as conditions indicate) at the center, and the center will remain secured or locked down to restrict entry (if necessary). Parents will be notified via phone or e-mail if they need to pick up their child before regular dismissal times.

Evacuation to another site – This plan would be implemented if it is unsafe for the children to remain at the center. In this situation, the staff have predetermined alternate care sites. The specific emergency determines the choice of site and the appropriate alternate site. The sites that are evacuation locations for the Children's Center of North Harford are as follows:

- 1) In cases of immediate area threats (i.e., bomb threat, fire, flood, other significant building problems, etc.), the CCNH staff will walk with the children to Highland Presbyterian Church, 701 Highland Road, Street, MD 21154, 410-452-9394. The Children's Center of North Harford has a written agreement with Highland Presbyterian Church.
- 2) In cases of more widespread threats (i.e., chemical spill, widespread fire), the CCNH staff and all available adult volunteers will transport children in cars to Whiteford Public Library, 2407 Whiteford Road, Whiteford, Md. 21160, 410-638-3608. A written evacuation agreement with Whiteford Public Library is in place at the Children's Center of North Harford.

Methods of contact—In an emergency, Families may be informed via phone, email, or Facebook. CCNH may also post signage on school doors with more specific information. Families may also call the Children's Center's Office at 410-836-0444.

Emergency ends/reuniting with children – When the emergency ends, guardians will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to notify families.

The purpose of sharing this information with you is to reassure families that we are prepared to handle all types of emergencies to ensure the safety of your child(ren). If you have any questions about this information, please get in touch with the center's director or your child's teacher.

POTASSIUM IODIDE

In addition to the standard operating procedures and emergency plan, please note the following information regarding the availability of potassium iodide medication for children enrolled at The Children's Center.

The Governor of Maryland and the County Executive of Harford County decided to have Potassium Iodide (KI) available to area schools within the 10-mile designated Emergency Planning Zone (EPZ) of the Peach Bottom Nuclear Plant.

The preventive medication Potassium Iodide (KI), taken shortly before radiation exposure, blocks the thyroid gland's absorption of radioactive isotopes. However, it does not protect against any other form of radiation.

The County Health Officers and/or Deputy Health Officer are authorized to order the issue and subsequent consumption of KI. Sufficient doses of KI for students and staff at The Children's Center of North Harford are available at CCNH to be administered to all students and staff on orders of the Health Officer/Deputy Health Officer, provided a signed copy of the Permission Slip/Parental Authority is on file at CCNH.

The order would be issued only if a radioactive release occurred at the Peach Bottom Nuclear Plant. For further information, please see the CCNH Potassium Iodide Form.

Tuition Information

I. REGISTRATION AND TUITION AMOUNTS

- A. The registration fee for all preschool students is \$125.00 per year. This fee is non-refundable.
- B. Tuition
The center's board of directors establishes tuition rates to cover the budget for the upcoming school year. A yearly rate is established for each class session, and the annual rate is divided into nine equal installment payments.

II. ACCEPTABLE FORMS OF PAYMENT

- A. Cash, check, or money order
- B. Tuition can also be auto-debited from a checking or savings account
- C. Credit/Bank card
 - 1. Families should be aware that a fee ranges from 2.5-3.5 percent plus .10 to .15 cents for debit or credit card payments. The payment processing company Square charges this fee per transaction, which CCNH cannot remove or waive for any reason.

III. TUITION PAYMENT SCHEDULES

- A. Tuition paid on the Installment Schedule is as follows:
 - 1. PAYMENT # 1 is due on September 1st for all students
 - 2. PAYMENTS # 2 through # 9 – are due by the 1st of each month (October through May)
- B. Weekly and yearly payments can be arranged by contacting the center's director.

IV. LATE ENROLLMENT POLICY

- A. For children enrolled after the start of the school year, the following payment schedule has been established:
 - 1. PAYMENT #1 – Due at the time of registration. Families are responsible for the whole month's current tuition regardless of the child's start date within that month.
 - 2. PAYMENT #2 and all subsequent payments – Due on the 1st of each month.

IV. TUITION PAYMENT POLICIES

- A. Please make checks payable to The Children's Center of North Harford or CCNH. Include your child's name on your check to ensure proper credit.
- B. Late Tuition Payment Policy
 - 1. Tuition Payments NOT received by the 5th of each month will be assessed a LATE FEE of \$25.00 each month for tuition that is late.
 - 2. CCNH reserves the right to suspend or disenroll a child from care when the tuition account is 30 days or more past due.
 - 3. Any account that is 30 days or more past due on April 1st of that year will be suspended from care until full payment is made.

VII. DELINQUENT PAYMENTS

- A. 30 days Delinquent: The school's office manager will notify parents. The child will be suspended from care until full payment is made.
- B. 45 days Delinquent: The board directors will send a certified letter to parents requesting immediate payment. The child will be disenrolled from care until full payment is made.
- C. Once an account becomes 60 days past due, it will be sent to a collection agency for payment.

VIII. Tuition Deductions

- E. No tuition deductions can be made for occasional absences or student vacations.
- F. No tuition deductions can be made for prolonged absences. In cases of a child's prolonged absence due to illness, tuition may be reduced upon approval by the center's board of directors.
- G. CCNH cannot allow students to make up school days due to absence.



The Children's Center of North Harford

Current Telephone Numbers/Information

Children's Center Office – 410-836-0444

Director – Bobbie Pedraza – 410-836-0444, ccnhdirector@gmail.com

President, Board of Directors – Kathy Ayers [-kayerslink@aol.com](mailto:kayerslink@aol.com)

Executive Director Highland Community Association –
410-452-9071 – hca708@zoominternet.net

Classroom A Email: ccnhrooma@gmail.com

Classroom B Email: ccnhroomb@gmail.com

Classroom E email: ccnhroome@gmail.com

Updated last on 01/16/2026

Children's Center of North Harford

Family Handbook Sign-Off

We welcome you and your family to the Children's Center of North Harford. Please review and initial the statements below, then return this signed form to the school director. It must be returned to school before the child's first day of class.

Please initial the following statements:

_____ I have read and understand the CCNH Family Handbook in its entirety and agree to follow the outlined information and protocols discussed.

_____ I understand that all registration materials and completed forms must be returned to the school director before the start of class.

_____ I have read and understand CCNH's screen time policy.

_____ I have read and understood CCNH's emergency preparedness plan, positive guidance and behavior policies, and adult altercation policy.

_____ I have read and understand CCNH's inclement weather and attendance policies.

_____ I have read and agree to follow CCNH's COVID guidelines.

_____ I have received a copy of the Maryland State Department of Education's consumer education brochure, the "Guide to Regulated Childcare."

Parent Signature: _____

Date: _____