



# Parent Enrollment Forms/Documents Check List

## Office of Childcare forms

- Blood Lead Testing Certificate Form.
- All about form
- Emergency Form
- Health Inventory Form.
- Consumer Education Pamphlet (Guide to Regulated Child Care) *✓ Flyer & Acknowledgement copy*
- Immunization Records/Certificate Form.
- N/A Medication Administration Authorization Form (if Applicable) & *seizure Medication Administration form*

## Child and Adult Care Food Program (CACFP) forms

- N/A Parents Meal Benefit Application Form (MBA)
- Signed Enrollment Form, *Buildup for the future & WIC flyers.*

## Blessed DayCare Forms & Documents

- Parent Enrollment Forms/Documents Check List / PreK Forms
  - Family Handbook (Parent's copy) & Acknowledgment.
  - Discipline Policy Acknowledgement Form
  - Permission forms - front & back copy (Transportation and off Site & Photo/News Release).
  - Contractual Agreement *& Indemnity form* *Email*
  - Registration Form & Application form. ✓
  - Emergency Preparedness Letter To Parents
  - Maryland EXCELS Achievement Letter To Families
  - Breakdown of Fees Charged and Agreed Spread-out within 8 weeks
- for your convenience if applicable. (last two weeks of Care Deposit Due after two weeks of transition)*
- Parents ID card in file, Parent Evaluation of Care after 2 weeks transition, Google Review after 2 weeks transition.*



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

**Family Child Care Homes**

- Up to 8 children may be in care at the same time if the home meets certain physical requirements. No more than 2 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 circumstance may care be provided at the same time to more than 4 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; and
  - 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.

**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	8
18 - 24 months	1:3	9
2 years	1:3	12
3 - 4 years	1:10	20
5 years or older	1:16	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 (NOTE: the regulations are available online at: [www.marylandpublicschools.org/MSDE/divisions/child\\_care/requlnt](http://www.marylandpublicschools.org/MSDE/divisions/child_care/requlnt));
  - 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;
  - 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.

**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:

- |  |              |
|--|--------------|
| <b>Region</b>  |              |
| 1 - Anne Arundel County                                      | 410-314-7880 |
| 2 - Baltimore City   | 410-554-8300 |
| 3 - Baltimore County   | 410-883-6200 |
| 4 - Prince George's County                                   | 301-393-8940 |
| 5 - Montgomery County  | 240-314-1400 |
| 6 - Howard County  | 410-750-8770 |
| 7 - Western Maryland   |              |
| Hagerstown - Main Office                                     | 301-791-4586 |
| Allegany Co. Field Office                                    | 301-777-2386 |
| Garrett Co. Field Office                                     | 301-334-3428 |
| 8 - Upper Shore  | 410-319-5801 |
| Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties |              |
| 9 - Lower Shore  | 410-713-3430 |
| Somerset, Wicomico, and Worcester Counties                   |              |
| 10 - Southern Maryland                                       | 301-475-3770 |
| Calvert, Charles and St. Mary's Counties                     |              |
| 11 - North Central   | 410-272-8386 |
| Cecil and Harford Counties                                   |              |
| 12 - Frederick County  | 301-688-8768 |
| 13 - Carroll County  | 410-751-4436 |

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

**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 the portion of the brochure to the child care provider for retention in the facility's files.

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

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

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

MARYLAND STATE DEPARTMENT OF EDUCATION

Office of Child Care

ALL ABOUT:

Child's First Name or Nickname

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Provider/Center: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The information contained herein is for CONFIDENTIAL USE ONLY.

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: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Provider: \_\_\_\_\_

Provider: \_\_\_\_\_



## Photo/News Release Form

While your child is enrolled in this program, he/she will be involved in a number of activities for which we need your permission. Please read the following information carefully. You are encouraged to ask questions about anything which is unclear to you. You, of course, have the option of withdrawing permission at any time.

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(Child's Name)

I understand and accept that, Blessed DayCare is an activity focused program; therefore, my child's name, voice and/or presence may be heard or appear on video, photographs, film and/or various other forms of the media (i.e. newspapers, magazines, television, radio or internet). I also understand that any and all showings of any Blessed DayCare child will consist strictly of life enhancing, moral, family focused and educational.

I hereby consent and agree that my child may bring from home (with my knowledge and permission) items that may be used in activities he/she participates in.

I understand that although Blessed DayCare is centered/focused on creativity, insights and explores our environment and world including activities towards school/kindergarten readiness as well; the main purpose of the program is to teach and enhance its participants with stronger, or more efficient decision making and character building skills. Therefore, I understand and accept that the Provider/Owner of the program will request materials that will be used from time to time. I understand, that my child's movements/transportation during program hours can included field trips, scavenger hunts, research, exploration, gardening and other program related outings.

I DO give my permission for my child to be photographed for use in educational, presentations, non-profit publications intended to further the cause of public education.

This permission is applicable for current, as well as, future project use.

I DO NOT give my permission for my child to be photographed for use in educational, presentations, non-profit publications intended to further the cause of public education. This permission is applicable for current, as well as, future project use.

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Parent's Signature

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Date





## Transportation and Off-Site Activity Permission Slip "Regularly Scheduled Outings"

My Child \_\_\_\_\_ has my permission to be transported by Mrs. Onalapo or her substitute at Blessed DayCare to the following activities and places (if required as needed):

1. story time at the Randallstown or Owings Mills library every first Monday of the Month (or other library books due date once a month and fire drills date as this is one of our evacuation sites too) and to pick up library books.
2. neighborhood park site at the two closest schools to care home.
3. accompanying the above-named provider on errands (such as grocery store, bank, taking children to/from school) as necessary if need be.
4. To Faith Life Church (one of our evacuation sites) during fire drills once a month.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Blessed DayCare Discipline Policy

**Provider's Name: Onaolapo Edith**

**Policy Statement:** We believe that praise and positive reinforcement are effective methods of behavior management of children. When children receive positive discipline which focuses on prevention, redirection, love, consistency and firmness, nonviolent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Based on this belief, Blessed Day Care uses a positive approach to discipline and practice the following discipline and behavior management techniques.

It is very important a child's development is nurtured through caring, love, patience and understanding. These rules are better followed with inputs from the children. When new children join/start Blessed DayCare, the rules are revisited to allow each child's input. These new rules that the children help make are then enforced in care as every child is aware of them as they help make the rules. The children are then expected to follow these rules. We create the visuals of each rules with English and Spanish translations.

We use self-reflection sheets in the calming area to help each child think about what they could do better to resolve problems and we use a patience sticker to teach kindness, taking turns, empathy, patience and using please and thank you while asking for a toy or material from another child.

Please keep in mind that there WILL be disagreements between children because young children have a hard time expressing their feelings, sometimes they may hit, throw toys, bite, etc. which are inappropriate behaviors. However, while caring for your child(ren), I may have to respond to these inappropriate behaviors as they are not permitted; these includes hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child. We stress two main patterns of behavior: respect for self, respect for other people and respect for property. Positive discipline helps children to develop; 1) self-discipline, 2) responsibility, 3) cooperation, and 4) problem solving skills.

We do the following for children in care:

- We Set children up for success by developing routines schedules and planned activities with a back-up, so the children are involved in constructive activities and interacting positively throughout the day in care.
- We establish simple, clear, consistent rules as simplicity and consistency are key elements to preschool children learning appropriate behavior.
- We offer limited choices to children in care as offering a few choices is a good way to teach decision-making, while allowing the children's input into their day.
- We ignore negative attention-seeking behaviors because when you address negative attention-seeking behaviors, you are rewarding these behaviors, and they will only continue.
- We reinforce positive behavior by giving lots of attention to children who are behaving in ways that are appropriate.
- We use redirection as we create another activity or event to draw a child's attention away from inappropriate behavior.



## Blessed DayCare Discipline Policy

Last Updated 02/01/2020

- We show appropriate ways of seeking attention as biting and hitting often indicate a need to communicate. So, we demonstrate appropriate ways to communicate and get attention, like a gentle tap on the arm.
- We offer alternatives to undesirable behaviors by modelling appropriate behaviors such as negotiating for a toy instead of grabbing it.
- We reward children for achieving as when a young child has several triumphs at changing a behavior, we take a moment to tell that child that
- we noticed the change and when a young child makes the effort to do the right thing, we recognize the effort with a kind word, a hug, or a sticker.
- We reward children just for being themselves. We offer children rewards in an effective, positive way.
- Since it is critical to separate our response to inappropriate behavior from our response to the child. We make sure to clearly tell the child that he or she is liked, but not the behavior, and ask that the behavior be changed.
- Intervention and Discussion. If a discipline problem arises that does not respond to the above-mentioned techniques for example anything that can be termed as very disruptive or harmful behavior to oneself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other childcare arrangements for the safety and wellbeing of everyone. As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

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Child's Name

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Date of Birth

Additional techniques to be used with my child:

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Note: If, at any point, there is an indication/suspicion that your child may have special needs, we will inform you and with your permission contact your family physician or refer you. My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

Please circle as appropriate: STAFF / PARENT

Parent/Guardian/Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_





## Blessed DayCare Family Handbook Addendum 2

Last Updated 12/01/2021

### Blessed DayCare Family Handbook Addendum 2 (Vacation/PD/PreK 45-60 Days Compulsory Termination Notification)

As we plan for a successful 2022 school year, we received feedback from parents from 2021 school year and have decided pending when we review the Family Handbook to merge all Addendums in, to send this to all parents on our contract. On the last day of 2021, we would start to send quarterly newsletter with tentative quarterly calendars to go with it. This is to help you with your planning. Just like the summer school that you could hold spot for that period for your child with 50% of your contracted tuition or terminate your program if preschool aged and if PreK give us a 45-60 days' notice so that the PreK could still cover your child's tuition to avoid you paying out of pocket or using your deposit, you would need to wait till we return from our vacation to submit a termination notice that we would honor and process. We would not accept a termination notice once we have published and emailed all parents our quarterly newsletter with quarterly calendars. As we pursue higher rating, renew highest quality, and become certified teacher in Maryland with triple degrees in Early Childhood Education, Elementary Education and Special Education, we realized that we have worked too hard and would continue to learn to teach your child uniquely and upgrade our developmentally appropriate toys for each age group as we run a mixed aged group (preschool and PreK classrooms)! As we employ an additional staff member, we want stability and do not intend to make our tuition unaffordable to parents who truly need our highest quality program and the flexibility and peace of mind that we offer them and their entire family always!

Amid this National Health Emergency like covid 19 or any State or County Epidemic/Pandemic, we will be keeping our Child Care program open for as long as possible. If we are opened and you decide to keep your child or children away from our program, we would still charge you our normal rate. If you have concerns about this new policy update and addendum, please talk with me or us. We have tried to accommodate as many families as we can, but we do need to keep our present families and ourselves safe from anything serious going on in the world today.

If you do not agree to receive our quarterly newsletter with the quarterly calendar please circle "I DO NOT," print your name, sign, and date so we do not send you quarterly calendars and only send you the newsletter and notify you two weeks before our annual vacations and 1-2 days before any PD (professional development) in line with your present contract in place. If you want us to send you both the quarterly newsletter with the quarterly calendar then circle, I DO then kindly print your name, sign, and date this addendum and return to us this Friday 12/17/2021 or at the point whenever you enroll your child into our program after this date.

Page 1 of 2

**Website:**

[www.blessed-daycare.com](http://www.blessed-daycare.com)



**Contact:**

Cell: 443-204-4908

Fax: 410-559-6192



**Email:**

[blessedaycare18@gmail.com](mailto:blessedaycare18@gmail.com)



## Blessed DayCare Family Handbook Addendum 2

Last Updated 12/01/2021

These below would apply to you as a parent:

- + If you had paid in advance (your last month or two weeks of care deposit), we would apply the money to care to cover the weeks that we were closed for our annual vacation/PD and issue your receipt once we reopen. And we would fill your spot within the contracted time that we are supposed to fill up your spot. If in PreK classroom, we would notify the FCCA of MD and remove your child from their enrolled list after 45 days. And if Scholarship Approved child in either classroom, after 60 days we will stop sending your child's attendance to CCS Central 2 if you owe us or did not sign the change of provider form because of this/anything else!
- + If you had not paid your child's tuition in advance nor preschedule your child's weekly or monthly tuition, we would charge you our normal rate and you would need to pay up and would be issued your receipts once we reopened. And we would fill up your child's spot in line with your contract.
- + Termination notice would not be accepted at this time until we reopened so you would send your termination notice if you would no longer need care on the day we reopened back from this annual vacation or PD back to Blessed DayCare. If you have concerns about this new policy, please talk with me or us before signing this addendum.

Kindly acknowledge that you have received, read, and understood this "Blessed DayCare Family Handbook Addendum" by appending your name, signature, and date below. Thank you! Updated and signed by *Edith Onaolapo* (#254026) on 12/01/2021.

**Circle one of the options below that applies to you;**

I DO NOT want to receive the quarterly calendar with the tentative quarterly newsletter, I rather get notified 2 (two weeks) before any vacation then I would plan to resume back after that, and termination notice would not be accepted at that time till Blessed DayCare reopens back.

I DO want to receive the quarterly calendar with the tentative quarterly newsletter, at that point I would plan to have alternative care for my child till Blessed DayCare reopens back or plan my annual vacation with this date 3 months ahead. All tuition is due on prescheduled payment dates to avoid daily default fees charged to your account in addition to your contracted weekly/monthly tuition.

\_\_\_\_\_  
Parent Name and Signature

\_\_\_\_\_  
Date

Page 2 of 2

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Email:

[blessedaycare18@gmail.com](mailto:blessedaycare18@gmail.com)

**Blessed DayCare Nutrition Policy**  
**Last Updated 01/01/2020**



## **Blessed DayCare Nutritious Meals/Snacks**

**Nutrition Policy:** It is important to offer children healthy and nutritious food choices because healthy and nutritious food choices are very important to children's growth and development because when children are healthy, they can come to care every day, they can play and have loads of fun as they play. their bones are strong, and they can achieve each milestone and be safe too! Healthy children grow very well and can understand whatever is been taught during activities time! Healthy children are always energized and so can participate fully in childcare activities and have fun. Healthy meals help children to be fully engaged in all childcare activities, concentrate and stay focused all through the day and to take naps at naptime too! Our program provides all snacks and meals in care - Breakfast, Lunch and PM Snacks in care and parents are aware that no outside meals or snack are allowed into care. Blessed DayCare also provides individualized sets of cutlery for all children in care! In our program, we promote healthy snacks and foods by; providing healthy and nutritious meals in-line with the Child and Adult Care Food Program (CACFP) in partnership with USDA -the United State Department of Agriculture) guidelines and so sugar is not allowed in care including candies and soda as birthdays are celebrated with healthy snacks like 100% whole grain crackers and fresh fruits and/or vegetables.

Blessed DayCare serves fresh fruits and/or fresh vegetables at least twenty times per week; serves 100% whole grains at least ten times per week; serves low fat yoghurt (2-4 times a week), does not provide any food with sugar in care, does not serve fruit juice in care because of the high sucrose/sugar content, and uses butter with no salt in preparing meals during lunch once or twice in a week only (to reduce the amount of salt in the children's lunch per week) in care. We serve; fresh fruits, fresh vegetables, milk (whole milk for 12-24 months old and 1% fluid milk for 2 years and above), 100% whole wheat, 100% whole grain rice, 100% whole wheat pasta, 100% whole grain pasta, 100% whole grain crackers, 100% whole wheat bread and 100% whole grain bread in care daily which helps the children to grow healthy and stay healthy. When children in our program have special dietary needs, we in Blessed DayCare make sure that children with food allergies or special dietary needs are accommodated by giving parents a copy of diet modification form to give to their child's physician or doctor to fill out and return so that it can be approved by the planning council, and we provide the approved meals in care for them.

Other helpful information about our program's nutritious meals and snacks policy includes: we have fliers from Women, Infant and Child (WIC) and other ones like building for the future that was given to us to share with parents, we also have some pamphlets in care that are given to parents during the tour appointment to enroll children into Blessed DayCare. These are given to parents to let them know what their child/ren will be eating in care daily and if they have any suggestions to give us regarding healthy meals that their child/ren is/are already used to eating at home. Blessed DayCare tell all parents; that we

Edith Onaolapo (#254026)

Blessed DayCare (blessedaycare18@gmail.com)

**Blessed DayCare Nutrition Policy**  
**Last Updated 01/01/2020**



eat fresh fruits and vegetables and cook our lunch. Parents are reminded of Blessed DayCare policies of; no outside food is allowed in care at any time and are given resources on how to eat healthy and feed their children with healthy food too at home outside care! The weekly menu is posted obviously on the parent announcement board for all parents to see what their child/ren are eating every week! Please see attached Blessed DayCare's recent menu for last week (01/27/2020) as a sample of our weekly menu.

CHILD AND ADULT CARE FOOD PROGRAM WEEKLY MENU PLANNER—CHILDREN 1 TO 12 YEARS Year 2020								
MEAL REQUIREMENTS	PORTION SIZES			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Age 1-2	Age 3-5	Age 6-12					
<b>BREAKFAST—ALL 3 COMPONENTS REQUIRED</b>								
Fluid Milk <sup>1,2</sup>	1/2 cup	1/2 cup	1 cup	Fluid Milk	Fluid Milk	Fluid Milk	Fluid Milk	Fluid Milk
Grain/bread/cereal	1/2 slice 1/2 cup	1/2 slice 1/3 cup	1 slice 1/2 cup	Cheerios	Breakfast	Oatmeal	Cheerios	Breakfast
Fruit or vegetable	1/2 cup	1/2 cup	1/2 cup	Bananas	Orange	Grapes	Kiwifruit/Apple	Bananas/Apple
<b>SNACK—2 OF THE 5 COMPONENTS REQUIRED</b>								
Fluid Milk <sup>1,2</sup>	1/2 cup	1/2 cup	1 cup	Fluid Milk	Fluid Milk	Fluid Milk	Fluid Milk	Fluid Milk
Meat/poultry/fish/cheese or Tofu or Large egg or Dried beans/peas or Peanut butter or Yogurt	1/2 oz 2 Tbsp (1.1 oz) 1/2 2 Tbsp 1 Tbsp 1/2 cup	1/2 oz 2 Tbsp 1/2 2 Tbsp 1 Tbsp 1/2 cup	1 oz 1/2 cup (2.2 oz) 1/2 1/2 1/2 cup 2 Tbsp	OR Egg	OR Egg	OR Egg	OR Egg	OR Egg
Grain/bread/cereal	1/2 slice 1/2 cup	1/2 slice 1/3 cup	1 slice 1/2 cup	bread/cereal	bread/cereal	wheat toast	bread/cereal	wheat toast
Vegetable	1/2 cup	1/2 cup	1/2 cup		Beans	Carrot slice	Beans	Carrots
Fruit	1/2 cup	1/2 cup	1/2 cup	strawberry	Apple	Bananas	Longanes	Strawberries
<b>LUNCH or SUPPER—ALL 5 COMPONENTS REQUIRED</b>								
Fluid Milk <sup>1</sup>	1/2 cup	1/2 cup	1 cup	Fluid Milk	Fluid Milk	Fluid Milk	Fluid Milk	Fluid Milk
Meat/poultry/fish/cheese or Tofu or Large egg or Dried beans/peas or Peanut butter or Yogurt	1 oz 1/4 cup (2.2 oz) 1/2 1/2 cup 2 Tbsp 1/2 cup	1 1/2 oz 3/8 cup 3/4 3/8 cup 3 Tbsp 1/2 cup	2 oz 1/2 cup (4.4 oz) 1 1/2 cup 4 Tbsp 1 cup	Yogurt	Chicken or Egg	Light or Egg or Chicken	Egg w/ Yogurt w/ Chicken	Chicken or Egg
Vegetable	1/8 cup (2 Tbsp)	1/4 cup	1/2 cup	Mixed	Peas	Beans/Peas	Broccoli/Carrots	Peas/Carrots
Different Vegetable or Fruit or 100% Juice	1/8 cup (2 Tbsp)	1/4 cup	1/2 cup	Tomato Soup	Apple	Carrot Soup	Bananas/Apple	Broccoli/Carrots
Grain/bread/pasta/rice	1/2 slice 1/2 cup	1/2 slice 1/2 cup	1 slice 1/2 cup	Spaghetti	Rice/Macaroni	Yogurt/Pasta	Hot/Macaroni	Spaghetti

Children 12-24 months must receive whole milk; children age two and over must receive low-fat (1%) or fat-free (skim) milk.  
<sup>2</sup>Juice may not be served when milk is the only other component served at snack.

*This institution is an equal opportunity provider.*

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Effective October 2017

Kindly acknowledge that you have received, read this nutrition policy and have received the building for the future and WIC flyer during your tour appointment. Thank you!

Parent Name and Signature

Date

Edith Onalapo (#254026)

Blessed DayCare (blessedaycare18@gmail.com)



## Blessed DayCare Family Handbook Addendum

During this National Health Emergency like COVID 19 or any State or County Epidemic or Pandemic, we will be keeping our Child Care program open for as long as possible. If we are opened and you decide to keep your child or children away from our program, we would charge you our normal rate. If you have concerns about this new policy update and addendum, please talk with me or us. Termination notice would not be accepted at this time until the epidemic or pandemic is over so you would send your termination notice if you would no longer need care on the day it is officially announced that the epidemic or pandemic was over and we have sent out notification regarding this.

If we have had to close or lock down our program temporarily because of a Public Health Emergency like COVID19 (Corona virus) or any National, State or County Pandemic or Epidemic. This could also happen in the future or if we are forced to shut down by a Government agency or State or National order, or because we believe it is in the best interest of our families to do so to protect everyone during a Public Health Emergency. This below would apply to you as a parent;

- If you had paid in advance (your last month or two weeks of care deposit), we would apply the money to care to cover the weeks that we were closed and issue your receipt once we reopen.
- If you had not paid in advance, we would charge our normal rate and you would need to pay up and would be issued your receipts once we reopened.
- Termination notice would not be accepted at this time until we reopened so you would send your termination notice if you would no longer need care on the day we reopened back and we have sent out notification that we were opening back up with exact dates when it is officially announced that the Pandemic or Epidemic was over. If you have concerns about this new policy, please talk with me or us.

Kindly acknowledge that you have received, read and understood this "Blessed DayCare Family Handbook Addendum" by appending your name, signature and date below. Thank you! Updated and signed by *Edith Onaolapo* (#254026) on 04/01/2020.

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Parent Name and Signature

---

Date

**Website:**

[www.blessed-daycare.com](http://www.blessed-daycare.com)



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**Fax: 410-559-6192**



**Email:**

[blessedaycare18@gmail.com](mailto:blessedaycare18@gmail.com)

# Caregiver / Parent-Guardian Agreement

\_\_\_\_\_  
Caregiver

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

## AGREEMENT

I, \_\_\_\_\_, agree that  
Parent/Legal Guardian

\_\_\_\_\_ will care for \_\_\_\_\_  
Caregiver Child(ren)

\_\_\_\_\_

\_\_\_\_\_

beginning on: \_\_\_\_\_  
month day year

Care will include the following meals and snacks:

breakfast morning snack lunch afternoon snack supper

I will pay a weekly/monthly fee of \_\_\_\_\_. Payment is due in advance on \_\_\_\_\_.

If this fee is not paid by that date, a penalty of \_\_\_\_\_ will be charged, or my child must be withdrawn from care.

My child(ren) is (are) to be in care between the hours of:

\_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_  
time to arrive time to leave days

Care outside these stated hours will require an additional fee of \_\_\_\_\_ for each \_\_\_\_\_ minutes, which will be paid the same day.

When I withdraw my child(ren) from care, I will give at least \_\_\_\_\_ weeks' advance notice.

\_\_\_\_\_  
Signature of Parent/Legal Guardian Date

\_\_\_\_\_  
Signature of Caregiver Date

Emergency Preparedness in Blessed Day/Child Care "Home": Developed Plan  
**Letter to Parents**

Blessed Day Care:

01/01/2021:

Dear Parents,

Our Child Care "Home" philosophy is to keep your child(ren) safe always when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place if special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

- **Shelter at the site** – This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the "Home" and the "Home" may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.
- **Evacuation to another site** – This plan would be put into place if it is not safe for the children to remain at the center. In this situation, staff has predetermined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site.
- **Method to contact parents** – In the event of an emergency, Blast text messages will be sent to parents, parents will be called, a note will be placed on the door, and radio/TV stations will be alerted to provide more specific information. You can also check for information on our website; [www.blessedaycare.com](http://www.blessedaycare.com) or call our main office at 410-559-6192. Depending on the distance from the "Home", the children will walk if feasible or be transported to the alternate site.
- **Emergency ends/reuniting with children** – When the emergency ends, parents will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, please do not call the "Home" – it will be important to keep the lines open. If you have questions regarding this information, talk with the "Home Owner" or Substitute.

Sincerely,

*Edith O. Onalapo*

**Foundations for Kindergarten Readiness**

**Community Development Block Grant Program**

**Self-certification Form**

Information listed below will NOT be released to any person or organization not directly affiliated with the Community Development Block Grant.

<b>Child's Name:</b>	<b>Date of Birth:</b>	<b>Race:</b>	<b>Ethnicity: (Circle one)</b>
1) _____	1) _____	1) _____	1) Hispanic/Non-Hispanic
2) _____	2) _____	2) _____	2) Hispanic/Non-Hispanic
3) _____	3) _____	3) _____	3) Hispanic/Non-Hispanic

**Race Options:** White; Black/African American; Asian; American Indian/Alaska Native; Native Hawaiian/Other Pacific Islander; American Indian/Alaskan Native and White; Asian and White; American Indian or Alaskan Native and Black/African American; Other Multi-Racial; Hispanic.

**Instructions for the chart below:**

1. Circle the number of people in your household (adults and children).
2. Stay in the column for your household size and look down at the household income ranges.
3. Circle the income range that is closest to your household income.

In your household: Circle →	1 Person ↓	2 People ↓	3 People ↓	4 People ↓	5 People ↓	6 People ↓	7 People ↓	8 People ↓
Income is between:	\$0-\$22,100	\$0-\$25,250	\$0-\$28,400	\$0-\$31,550	\$0-\$34,100	\$0-\$36,600	\$0-\$40,120	\$0-\$44,660
Income is between:	\$22,100-\$36,800	\$25,250-\$42,500	\$28,400-\$47,300	\$31,550-\$52,550	\$34,100-\$56,800	\$36,600-\$61,000	\$40,120-\$65,200	\$44,660-\$69,400
Income is between:	\$36,800-\$55,950	\$42,500-\$63,950	\$47,300-\$71,950	\$52,550-\$79,900	\$56,800-\$86,300	\$61,000-\$92,700	\$65,200-\$99,100	\$69,400-\$105,500
Income is more than:	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500

"Income" is the total annual income of all family members as of the date of application. All income for all persons in the family must be included in calculating family income whether or not a family member receives assistance. Additional expected sources of income and the amount expected during the period of assistance must be included in the calculation of annual family income.

Is this a female headed household?  Yes  No

Do you speak a language other than English at home?  Yes \_\_\_\_\_  No  
(What language?)

How well do you speak English?  Very well  Well  Not well  Not at all

Address (street & city): \_\_\_\_\_

Zip: \_\_\_\_\_

County: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that the information given on this form is true and accurate to the best of my knowledge. I am aware that there are penalties for willfully and knowingly giving false information on an applicant for Federal, State or County funds, which may include immediate repayment of all Federal, State or County funds received and/or prosecution under the law. I understand that the information on this form is subject to verification by County, State or Federal personnel as part of compliance monitoring. I agree to provide, upon request, documentation on all income sources.

**For Questions or Concerns, please call Sara Foura at 410-828-7700 x 1292**



# Diet Modifications for Meals for Children or Adults with a Diagnosed Food Allergy or Disability

Name of Child/Adult Participant: \_\_\_\_\_

Diagnosis of disability or food allergy that requires a diet modification\*:

Severe Food Allergies

Include a brief description of the major life activity affected by the condition: \_\_\_\_\_

## FOODS TO BE OMITTED and SUGGESTED SUBSTITUTIONS:

Please check the food group(s) to be omitted. List specific foods to be omitted and suggest substitutions. Use the back of this form or attach additional information as needed.

### FOODS TO OMIT

### SUGGESTED SUBSTITUTIONS

- Milk/Dairy Products \_\_\_\_\_
- Eggs/Egg Products \_\_\_\_\_
- Wheat/Wheat Products \_\_\_\_\_
- Soy/Soy Products \_\_\_\_\_
- Peanuts \_\_\_\_\_
- Tree Nuts \_\_\_\_\_
- Fish \_\_\_\_\_
- Shellfish \_\_\_\_\_
- Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### TEXTURE REQUIRED:

- Regular       Chopped       Ground       Pureed

Other detailed information regarding diet or feeding: \_\_\_\_\_

I certify that the above named individual needs diet modifications as described above because of the specified disability or life-threatening food allergy:

\_\_\_\_\_  
Signature of Physician or Other Licensed Medical Professional

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Physician or Other Licensed Medical Professional

I understand that if medical needs change, it is my responsibility to notify the school/child care/adult day care provider and to submit an updated Diet Modification Form. I give my permission to share the information on this form with the individuals who take part in the care of the above named individual.

\_\_\_\_\_  
Participant/Parent/Guardian's Signature

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Date

\*The Americans with Disabilities Act defines *disability* as "a physical or mental impairment that substantially limits one or more major life activities" of an individual.

Adapted from the Handbook for Children with Special Food & Nutrition Needs – NFSMI Item #ET69-06  
Updated October 2015

This institution is an equal opportunity provider.



## \*Co-Payment Agreement Child Care Scholarship Program

All scholarships will have **\$0.00\*** for the Assigned Co-payment amount. To determine the copay per scholarship, complete the following:

1. The parent must complete each question on this chart;
2. For any question answered "yes", the parent must show proof to the child care program in order to receive a \$0.00 Assigned Co-payment per week;
3. Both the parent and the child care program must complete and sign the bottom of the Co-Payment Agreement; and
4. The child care provider must return the completed form to CCS Central 2 by email at [CCSScholarships@maryland.gov](mailto:CCSScholarships@maryland.gov)

My Status or child's status	Yes or No	Action Required	Assigned Co-payment per week* (If you answered yes & provided proof)
Go to Question 7, Section 3 of the CCS Application. If you answered "Yes" to any of those questions, mark "Yes" for this question**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show proof to your child care program.	\$0.00
Receives Federal Housing Act Housing Choice Voucher Program**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show proof to your child care program.	\$0.00
Receives Federal Supplemental Nutrition Assistance Program (SNAP)**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show document to child care program.	\$0.00
My household receives Supplemental Security Income (SSI) benefits**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show document to child care program.	\$0.00
I am a Migrant Worker or the other adult in my household is a Migrant Worker**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show proof to your child care program.	\$0.00
I am a Minor Parent with a child who needs child care**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show proof to your child care program.	\$0.00
My household participates in the Montgomery County Guaranteed Basic Income (GBI) Program**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show proof to your child care program.	\$0.00
My household receives Federal Special Supplemental Food Program for Women, Infants & Children & (WIC)**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show proof to your child care program.	\$0.00
My household receives a Welfare Avoidance Grant (WAG)**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show proof to your child care program.	\$0.00
A child in my household count is enrolled in Head Start or State Funded Pre-K**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show proof to your child care program.	\$0.00
Does any of the above apply to my household**	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pay Assigned Co-payment directly to your child care provider.	\$3.00 per week - 3 unit scholarship \$2.00 per week - 2 unit scholarship \$1.00 per week - 1 unit scholarship

**\*\*Note: If you answered "yes" to any of the above, but you cannot or decided not to show proof of receipt or enrollment to your child care program, your assigned co-payment per scholarship will be based upon the Unit of Care authorized on each scholarship (\$1.00 - \$3.00 per week per child).**

If the total of the child care scholarship and the Assigned Co-payment **does not cover** the child care program's weekly tuition, **the parent is responsible for paying the difference owed** to the child care program in addition to the weekly Assigned Co-payment.

We acknowledge that parents participating in the above programs and who have shown proof to their child care provider are eligible for a \$0.00 Assigned Co-payment per week. All other families must pay an Assigned Co-payment per week that is equal to the Unit of Care authorized each Child Care Scholarship. **Child care providers must email a completed Co-Payment Agreement for each child with a scholarship to CCS Central 2. Effective May 23, 2022, child care providers must email both the completed Child Care Scholarship and the completed Co-Payment Agreement to [CCSScholarships@maryland.gov](mailto:CCSScholarships@maryland.gov)**

\_\_\_\_\_  
Parent Signature                      Voucher Number                      Date                      Provider Signature                      Provider ID                      Date