



my DAY OUT

# **Parent Handbook 2026-2027**

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## **History of My Day Out at Forcey**

The Mother's Day Out (MDO) program was started at Forcey Bible Church (FBC) in 1985. Having classes for infants through 2-year-olds, MDO was open 2 days a week, giving stay-at-home-moms a day off once per week. While the program has changed and developed over the years, the mission remains to give caregivers time off and children a structured time away from their primary caregivers, while being cared for by loving, Christian women who have a heart for children.

As a church ministry, MDO operates independently of state regulation and control but adheres to state and county health and safety standards. Since 2006, MDO has maintained a Letter of Compliance from the Maryland Department of Education Office of Child Care. We continue to employ trained and qualified staff.

Since 2021, Mother's Day Out was renamed "My Day Out at Forcey" and moved under the auspices of Forcey Education Association (FEA), a non-profit corporation affiliated with Forcey Bible Church (FBC). MDO room assignments were changed, with the moving of the FBC nursery, and the option for 3 days per week was added.

Please keep My Day Out at Forcey, its staff, and its students in your daily prayers.

## **Partnership with Forcey Bible Church**

My Day Out at Forcey functions as a ministry of Forcey Bible Church to the community and adheres to the Articles of Faith as adopted by FBC for its doctrinal statement. The source of the Forcey's doctrine and principles is the Holy Bible, the Word of God.

Although MDO families may already have a church home, parents are sometimes interested in the ministry of FBC. Below is a summary of the focus and message of the church. If your family is not regularly attending church elsewhere, we warmly invite you to our worship services. Sunday services are held at 9:15 a.m. and 11:00 a.m.

FBC is an independent, Bible-teaching church. We believe that...

- The Bible is an essential, inerrant text for man's faith and life.
- Jesus died to free us from sin and eternal death; He rose to impart life to us; He is coming again to receive the redeemed into Heaven.
- All people are lost in sin and need to be saved by faith in the Savior.
- A rich and meaningful life is possible on earth through Jesus Christ.

## **Disclaimer**

This handbook is for informational purposes. My Day Out at Forcey reserves the right to change policies or procedures at any time at the director's sole discretion after reasonable notice to the MDO community.

## **Non-Discrimination Policy**

My Day Out at Forcey admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in our program. MDO does not discriminate based on race, color, national or ethnic origin in the administration of its admission policies.

## **Tips for Success**

1. LABEL EVERYTHING (wipes, backpack, lunch box, cups, hats, coats, extra articles of clothing, etc.) so that they can be easily identified and won't inadvertently get sent home with another child.
2. The children will be taken outside multiple times daily, as the weather permits. Please dress your child accordingly.
3. Take time to look over the Parent Handbook, as well as the monthly newsletters, so you can stay informed as to what is happening at MDO.

## **What to Bring**

*Please do NOT send toys from home.*

1. Please send a water bottle and healthy snack and lunch, consisting of finger foods that your child can easily manage. Please do not send breakable plastic spoons or forks as they can splinter and be a choking hazard. Grapes and hot dogs **must** be cut into quarters as they too are a choking hazard.
2. A complete change of clothes should be kept in your child's backpack, regardless of toileting abilities. (There are times when a change of clothes may be required outside of bathroom accidents.) Your child should have a top, bottom, socks, and underwear (if applicable) in a Ziploc bag, labeled with their name.
3. If applicable, send disposable diapers/training pants and wipes to be kept in your child's backpack. (*Note: Disposable training pants, such as "pull-ups", with easy open sides are required while your child is being potty trained. This is out of consideration for the teachers and for sanitary concerns. Please dress children in clothes that they can easily pull on and off themselves.*)

## **MDO Policies (Listed Alphabetically)**

### **Allergy Policy**

Any child who has any allergies must submit written documentation from his/her physician. The documentation must state the specific allergy, what happens to the child during a reaction and what to do if the child is exposed. **This documentation must be submitted to the Director before the first day of school.**

### **Attendance Policy**

MDO operates Monday, Wednesday, and Friday from 9:00am to 1:00pm. If your child will be late or absent, please send us a message in the ProCare app or email the office ([mdo@forcey.org](mailto:mdo@forcey.org)) and include the reason for the absence.

MDO begins at 9:00am. Teachers come early to prepare for class but **cannot watch children until 9:00am**. We will open the doors at 9:00am. If there are schedule conflicts, please make other arrangements for your child until then. Your child will enjoy his/her time more if the teacher and room are ready to welcome him/her.

Please be prompt in picking up your child at 1:00 pm. Any child who is not picked up by 1:10pm will stay with a staff member until the parent arrives and will be charged \$1 per minute. If late pick-up becomes a habit (as determined by the director), the child may be asked to leave the program.

### **Bathroom Policy**

All children in the 3 year old class must be potty trained. This includes being able to take on and off their pants and wipe themselves. (Please do not dress your child in overalls.) Children who are in the two year old class and are potty training need to bring disposable training pants (such as “Pull-Ups”), wipes, and a change of clothes in case they have an accident.

### **Celebration Policy**

Birthdays will be acknowledged in the classrooms by the staff, but parents should not bring food items (such as cookies, cupcakes, etc.) to school to be disseminated to students for birthday celebrations. When sending in items for birthday celebrations (which is optional), we request something that can be sent home with the students, such as a goodie bag.

No balloons are allowed at any MDO birthday or holiday celebration. They are a choking hazard if broken or popped.

If you choose to send in extra items for a holiday party, please do not send in items with “scary or evil” themes, such as ghosts or witches, for our fall parties. Also, we prefer that items for Christmas and Easter be centered around the true meaning of the holiday, as it relates to Jesus Christ.

### **Communication Policy**

All interactions with MDO staff should be professional. We emphasize keeping parents informed and engaged through effective communication and we desire to collaborate with parents regarding their children.

Monthly newsletters will be sent home to inform parents of class activities. When necessary, staff will notify parents by phone, via email, or through our management software (ProCare). MDO must have up-to-date email addresses and contact information to communicate with parents. Please refrain from contacting staff members on their personal phone numbers or email addresses about MDO. The ProCare app is our primary method of communication for reaching all staff members. To reach only the director (billing, policies, other concerns, etc), please email [mdo@forcey.org](mailto:mdo@forcey.org).

### **Discipline Policy**

The children are encouraged to be kind and share with others. They are asked to be respectful of each other and the teachers. If a child is not kind or respectful to another child, a time out is given. Teachers will let parents know if a child was put in time out. The director has the right to require parents to pick up their student at any given time based on their behavior. If a pattern of misbehaving or aggression towards other children develops, the child may be asked to leave the program.

## **Emergency Preparedness Policy**

The director communicates with legal authorities (i.e., the fire department, police department, and other applicable agencies), parents, media, and community members when a crisis or a major incident occurs. MDO practices fire and safety drill procedures with classes in an age-appropriate manner, starting the first week of school. Parents will be informed when a drill has been practiced in class.

MDO refers to the Forcey Christian School (FCS) Crisis Management Plan as follows.

### **Fire (Evacuation)**

The destination for all students exiting the building is the grassy area between the front parking lot and the outer parking lot. Students are to walk quietly, quickly, and in a single file.

### **Code Blue (Stay inside the Building)**

This code is used for a weather-related emergency, medical emergency, hazardous material incident, or an emergency/crisis at Forcey or in the community surrounding our facility. Students stay inside the building. Emergency personnel and limited individuals with required IDs are allowed inside the building.

### **Code Red (Lockdown)**

This code is used when an imminent danger exists inside or outside the building. Staff members lock the classroom doors. When it is deemed safe, students should be taken to St. Mark's Episcopal church across Old Columbia Pike as quickly as possible. No one, including parents, may enter the building during a Code Red. During this time, the telephone will not be answered. Parents will be notified as soon as possible.

### **Code Green (Evacuation)**

This code is used when there is a need to evacuate the building for reasons other than fire. This includes a hazardous material spill, bomb threat, gas leak, explosion, etc. If evacuation is necessary and we need to leave the premises, students will be transported to one of the following locations depending on how widespread the threat is. Parents will be notified as soon as possible to arrange the pick-up of children.

1. Southern Asian Seventh Day Adventist Church, 2001 E. Randolph Road, Silver Spring, MD 20904
2. St. Mark's Episcopal Church, 12621 Old Columbia Pike, Silver Spring, MD 20904

### **Code Yellow (Interior Halls)**

This code is used when there is a tornado threat, biological or chemical attack, or radiation threat. Students will move to interior halls as quickly as possible.

## **Financial Policy**

In order to be good stewards of the ministry and keep tuition costs low, it is important to take a responsible approach to the collection of fees for MDO.

1. There is a *non-refundable* \$60 registration fee.
2. Tuition payments will be collected 1 month in advance. September tuition is refundable only if your child is withdrawn before August 1st.

3. The monthly tuition is \$140 per month/per day of the week/per child enrolled and is due on the 7th of the month. Tuition is based on enrollment, not on attendance.
4. Early withdrawals during the school year forfeit both the current and following month's tuition. (i.e., If a child withdraws October 10<sup>th</sup>, the parent will not be refunded the child's October or November tuition).
5. Late payments (paid after the 7th) are subject to a fee of \$25.
6. If a check is returned, the service fee of \$35 must be paid in cash and tuition for that month and the following must also be paid in cash.
7. Children must be picked up by 1:00pm. Pick-up after 1:10pm will result in a charge of \$1 per minute. If a parent has a pattern of picking up late (as determined by the director), the child may be asked to leave the program.

### Health Policy

Do NOT bring your child if he/she is ill (including common cold, flu, COVID, RSV, GI infection, etc.), has a fever within the last 24 hours, has been sick the night before, or has any other symptoms of illness. MDO policy is that your child may not attend school unless they have been fever free and/or have not thrown-up for a 24 hour period **without the assistance of medication**. If we determine that your child is sick, or if they throw-up for any reason, you will be requested to take him/her home.

If a child becomes sick while at MDO, you will be phoned. If we are unable to reach you, we will call the emergency number on your registration form. It is extremely important that we are able to contact you or your emergency care person at all times. **Before you drop your child off in the morning, please leave numbers where you or someone reliable can be reached in case of an emergency.**

Even if a child does not appear to be feeling sick, excessive runny noses, clear or discolored, can be smeared on toys and other children and spread germs. Even if a parent is positive that a child just has allergies, but the nose is excessively runny, you still might not be permitted to leave your child at MDO.

Please check your child regularly for head lice, found especially at the base of the hairline and behind the ears. Also, be alert to excessive scratching in these areas. If lice or nits (lice eggs) are found, please consult your doctor and notify the MDO director. Your child may not attend MDO unless they are lice and nit free.

If your child will be absent due to sickness, please message us in the ProCare app or send an email to the office ([mdo@forcey.org](mailto:mdo@forcey.org)) to let us know the reason for the absence.

### Non-Custodial Parent Policy

The following guidelines have been adopted to assist in situations where a non-custodial parent wishes to become involved in activities of a child or wishes to have contact with or take custody of the child while the child is at MDO.

1. MDO will not resist or interfere with a non-custodial parent's involvement in MDO-related affairs, or access to the child or the child's records *unless* MDO is presented with a court order, or comparable legal document, which restricts such involvement or access. MDO will not otherwise "choose sides" between parents.
2. A non-custodial parent may not take custody of a child or remove the child from the premises *unless* the parent presents either a written court order or a written authorization signed by the custodial parent, which permits such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of MDO, MDO has the right to restrict access by such parent(s) and take other reasonably necessary action. Law enforcement may be called.
4. MDO will accept consent only from the custodial parent, unless authority to grant consent is given to the noncustodial parent by a court order or comparable legal document.

These guidelines will be applied to further our mission and the best interests of our students.

### **Screen Time Policy**

Children will rarely use screens in our classrooms. Teachers are encouraged to use a variety of activities to avoid the use of screen time. Age-appropriate, short films (no longer than 30 minutes) may be shown once a day during long stretches of poor weather (freezing rain, ice storms, etc.).

### **Security Policy**

For safety reasons, a child may ONLY be picked up by an authorized pick-up person. Written permission needs to be given for your child to be picked up by other adults. You can list additional authorized people on the Emergency Card, in the "Pick-Up" section of the ProCare app, on the daily sign-in sheet, in an email, or in a handwritten note. If the usual pick-up person is not picking up, proper identification (driver's license or other picture ID) will be needed by the person picking up your child. This is for your child's protection. If there is any change in your family situation, please notify us.

**Note on Non-custodial Parents:** If your child is forbidden to leave with a particular parent because of a divorce, legal separation, etc., MDO needs to have a copy of the legal documentation in the child's records.

### **Guidelines for Parking:**

1. Please do not park in spaces reserved for the handicapped unless you have a state issued handicapped tag.
2. Park Only in areas that are lined up for parking.
3. Please walk your child safely through the parking lot and into the building. Never permit MDO children to cross the lot alone.
4. Do not park in the gated lot adjacent to the playground.

Please enter only through the front doors of the building, as all other doors will be locked for the safety of all the children. Exiting through classroom doors is acceptable.

You will be given a security badge that you will need to wear when in the building. (Badges need to be returned at the end of the year or will incur a \$5 lost badge fee.) If you forget your MDO parent badge, you will need to check in at the security desk upon entry and use the Raptor Visitor Management System. You will need to show a driver's license or other picture ID. The ID will be scanned and checked. The system will print a visitor sticker badge with picture. All visitors to the building will go through this same check.

The safety and welfare of students, parents, and staff is very important. We also want to prevent theft and vandalism from occurring within the facility and campus. Please adhere to these guidelines:

1. Always lock your car.
2. Never leave small children alone in the car.
3. Never leave valuables (including purses and laptops) in the car.
4. Let the security guard or MDO staff know promptly if you see a suspicious individual in or near the building.
5. Do not visit non-MDO classrooms or walk in additional hallways without clearance from the security person on duty in the lobby. Otherwise, you will be asked to leave.
6. Comply with school policies and procedures; accept directions from all Forcey staff and security personnel.

### **Student and Family Information**

MDO must have current information on each child in case of an emergency. It is essential that parents notify MDO if they move to a new residence or change their email address or home, cell number, or work telephone number.

### **Withdrawal Policy**

To be considered officially withdrawn, parents must request the withdrawal in writing (e-mail is sufficient). Additionally, all outstanding fees or monies owed must be paid before a student is officially withdrawn. Early withdrawals during the school year forfeit both the current and following month's tuition.

## MDO 2's Class Schedule

|       |                                              |
|-------|----------------------------------------------|
| 9:00  | Parent Drop Off / Free Play                  |
| 9:30  | Playground (Craft Time if poor weather)      |
| 10:00 | Wash Hands & Snack                           |
| 10:20 | Craft Time / Free Play (Gym if poor weather) |
| 11:15 | Walk Outside with Ms. Kelly                  |
| 11:30 | Story Time with Ms. Kelly                    |
| 11:45 | Wash Hands & Lunch                           |
| 12:30 | Free Play                                    |
| 12:45 | Coloring / Clean-up & Pack-up                |
| 1:00  | Parent Pick-Up                               |

## MDO 3's Class Schedule

|       |                                              |
|-------|----------------------------------------------|
| 9:00  | Parent Drop Off / Free Play                  |
| 9:30  | Playground (Craft Time if poor weather)      |
| 10:00 | Wash Hands / Snack / Bathroom Break          |
| 10:20 | Craft Time / Free Play (Gym if poor weather) |
| 11:30 | Walk Outside                                 |
| 11:45 | Story time with Ms. Kelly                    |
| 12:00 | Wash Hands / Lunch / Bathroom Break          |
| 12:30 | Free Play                                    |
| 12:45 | Clean-up & Pack-up                           |
| 1:00  | Parent Pick-Up                               |

# Bible Story Schedule 2026-2027

| Date  | Topic (Bible Reference)          | Big Idea                                                         |
|-------|----------------------------------|------------------------------------------------------------------|
| 9/7   | Creation (Gen 1-2)               | God made everything and he made it just right.                   |
| 9/14  | Creation (Gen 1-2)               | God made everything and he made it just right.                   |
| 9/21  | The Fall (Gen 3)                 | God loves us very much, even though we sin.                      |
| 9/28  | Noah (Gen 6-9)                   | Noah obeyed God and God took care of him.                        |
| 10/5  | Birth of Isaac (Gen. 15, 18, 21) | Nothing is impossible for God.                                   |
| 10/12 | Jacob & Esau (Gen. 25, 27)       | Be wise and not hasty. Ask God for help.                         |
| 10/19 | Joseph (Gn. 37; 39-46)           | God is in control and took care of Joseph.                       |
| 10/26 | Gospel                           | We all sin, but God can give us new, clean hearts through Jesus. |
| 11/2  | The Exodus (Ex. 13-14)           | God will go with us wherever we go.                              |
| 11/9  | 12 Spies in Canaan (Num. 13-14)  | Don't fear; instead, follow God.                                 |
| 11/16 | Psalms 92                        | Give thanks to the Lord!                                         |
| 11/23 | THANKSGIVING BREAK               |                                                                  |
| 11/30 | Joshua & Jericho (Joshua 6)      | God wants us to obey Him, no matter what.                        |
| 12/7  | David & Goliath (1 Sam. 17)      | God is greater than anything! You don't need to be afraid.       |
| 12/14 | Baby Jesus (Luke 2:1-20)         | Jesus is God's Son and came to save us from our sins.            |
| 12/21 | CHRISTMAS BREAK                  |                                                                  |
| 12/28 | CHRISTMAS BREAK                  |                                                                  |

# Bible Story Schedule 2026-2027

| Date | Topic (Bible Reference)                                                       | Big Idea                                                                                   |
|------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1/4  | David Brings the Ark to Jerusalem<br>(1 Chr. 15-16)                           | Rejoice in the Lord!                                                                       |
| 1/11 | Elijah & Ravens<br>(1 Kings 17-18)                                            | The Lord is the One, True God!                                                             |
| 1/18 | Jonah (Jonah 1-4)                                                             | God knew what Jonah needed. He knows what you need to and wants to help you.               |
| 1/25 | Daniel & Lions (Daniel 1-2, 6)                                                | God was strong enough to take care of Daniel, and He can take care of us too.              |
| 2/1  | Baby Jesus (Luke 2:1-20)                                                      | Jesus is God's Son and came to save us from our sins.                                      |
| 2/8  | Light to the World (Matt. 5)                                                  | Shine your light before others, so they see God.                                           |
| 2/15 | Wise & Foolish Builders (Matt. 7)                                             | God is a solid foundation for those who follow Him.                                        |
| 2/22 | Jesus Feeds the 5,000 (Mt. 14:13-21;<br>Mk. 6:33-44; Lk. 9:12-27; Jn. 6:1-14) | Jesus fed lots of people with 5 rolls & 2 fish. He is strong and kind.                     |
| 3/1  | Widow's Gift (Mk. 12; Lk. 21)                                                 | Honor the Lord with what you have.                                                         |
| 3/8  | Parable of the Sower<br>(Lk. 8; Mt. 13)                                       | Grow in the Lord.                                                                          |
| 3/15 | Good Samaritan (Lk. 10: 30-37)                                                | Jesus wants you to be a helper too.                                                        |
| 3/22 | Easter (Mt. 21:1-11; 26-28)                                                   | Jesus died to pay for our sin so we could live forever with Him!                           |
| 3/1  | EASTER BREAK                                                                  |                                                                                            |
| 4/5  | Parable of Lost Sheep<br>(Mt. 18:12-14; Lk. 15:1-7)                           | Jesus is the Good Shepherd. He'll take care of us and keep us safe.                        |
| 4/12 | Parable of Prodigal Son<br>(Luke 15:11-32)                                    | When we go back to God and apologize, that makes God happy.                                |
| 4/19 | Jesus Heals a Paralyzed Man (Mk. 2)                                           | Be a good friend!                                                                          |
| 4/26 | Jesus & Zacchaeus<br>(Lk. 19:1-10)                                            | Jesus knows you, all the time, even when you're naughty.                                   |
| 5/3  | Jesus' Death & Resurrection<br>(Lk. 23-24)                                    | Jesus is alive today! He loves us and wants us to celebrate the new life that He gives us! |
| 5/10 | Cleansing of Sin (Ps. 51)                                                     | Jesus loves you and died for your sins.                                                    |
| 5/17 | Jesus & Children (Mt. 19:13-15; Mark<br>10:13-16; Lk. 18:15-17)               | Jesus loves you very much.                                                                 |
| 5/24 | Jesus & Children (Mt. 19:13-15; Mark<br>10:13-16; Lk. 18:15-17)               | Jesus loves you very much.                                                                 |

## For questions, concerns or to file a complaint contact your Regional Office

| Regional Offices                                                  | Phone        |
|-------------------------------------------------------------------|--------------|
| Anne Arundel                                                      | 410-573-9522 |
| Baltimore City                                                    | 667-354-5178 |
| Baltimore County                                                  | 410-583-6200 |
| Prince George's                                                   | 301-333-6940 |
| Montgomery                                                        | 240-314-1400 |
| Howard                                                            | 410-750-8771 |
| Western Maryland, Allegany,<br>Garrett & Washington               | 301-791-4585 |
| Upper Shore, Kent, Dorchester,<br>Talbot, Queen Anne's & Caroline | 410-819-5801 |
| Lower Shore, Wicomico,<br>Somerset & Worcester                    | 410-713-3430 |
| Southern Maryland, Calvert,<br>Charles & St. Mary's               | 301-475-3770 |
| Harford & Cecil                                                   | 410-569-2879 |
| Frederick                                                         | 301-696-9766 |
| Carroll                                                           | 410-549-6489 |

The Regional Offices investigate complaints to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at [CheckCCMD.org](#).

For additional help, you may contact the  
Director of Licensing at 410-767-0120.

## Resources

**Child Care Scholarship (CCS)** - Assists eligible parents and families with child care expenses  
**1-877-227-0125** [money4childcare.com](#)

**Maryland EXCELS** - Maryland's Quality Rating System for child care programs  
[marylandexcels.org](#)

**Maryland Developmental Disabilities Council** - Assistance with ADA issues  
[md-council.org](#)

**Maryland Infants and Toddlers Program** - Early intervention services for young children with developmental delays and disabilities and their families  
[referral.mditp.org](#)

**Maryland Family Network** - Assists parents in locating child care  
**1-877-261-0060**  
[marylandfamilynetwork.org](#)

**Maryland Child** - Information about child development, parenting, community resources, mental health, nutrition, literacy, and more.  
[Marylandchild.org](#)

Maryland State Department of Education  
Division of Early Childhood  
200 West Baltimore Street  
10th Floor  
Baltimore, MD 21201  
[earlychildhood.marylandpublicschools.org](#)

**Wes Moore**, Governor

**Carey M. Wright, Ed.D**  
State Superintendent of Schools

# Parent's Guide to Regulated/ Licensed Child Care



## Information About Child Care Facilities



## Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care;
- Taking enforcement action when necessary; and
- Partnering with community organizations and consumers to keep all children in care safe and healthy.

Regulations governing the **Maryland State Department of Education (MSDE)** fall under **COMAR Title 13A: Regulations that govern child care facilities and other information about the Office of Child Care** may be found at:

[earlychildhood.marylandpublicschools.org/child-care-providers/licensing](http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing)

## What are the types of Child Care Facilities?

**Family Child Care** – care in a provider's home for up to eight (8) children with no more than two under the age of two.

**Large Family Child Care** – care in a provider's home for 9-12 children.

**Child Care Center** – non-parental care in a group setting for part of a 24 hour day.

**Letter of Compliance (LOC)** – care in a child care center operated by a religious organization for children who attend their school.

**All facilities must meet the following requirements:**

- Must obtain the approval of OCC, fire department, and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Must maintain certification in First Aid and CPR;
- Must maintain approved staff and student ratio and provide ACTIVE supervision all times when children are in care;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills, and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury, or injurious treatment.

## Did You Know?

- The provider's license or registration must be posted in a conspicuous place in the facility;
- A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility without prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any and all off property activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A qualified teacher must be assigned to each group of children in a child care center;
- Staff:child ratios must be maintained at all times in child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Parents/guardians may review the public portion of a licensing file; and
- Check Child Care Maryland, [CheckCCMD.org](http://CheckCCMD.org), is a resource for parents and families to use to review child care provider's license status, verified complaints, compliance history, and inspection results.

# Your Child at 2 Years★



Child's Name \_\_\_\_\_

Child's Age \_\_\_\_\_

Today's Date \_\_\_\_\_

Milestones matter! How your child plays, learns, speaks, acts, and moves offers important clues about his or her development. Check the milestones your child has reached by age 2. Take this with you and talk with your child's doctor at every well-child visit about the milestones your child has reached and what to expect next.

## What Most Children Do by this Age:

### Social/Emotional

- ☐ Copies others, especially adults and older children
- ☐ Gets excited when with other children
- ☐ Shows more and more independence
- ☐ Shows defiant behavior (doing what he has been told not to)
- ☐ Plays mainly beside other children, but is beginning to include other children, such as in chase games

### Language/Communication

- ☐ Points to things or pictures when they are named
- ☐ Knows names of familiar people and body parts
- ☐ Says sentences with 2 to 4 words
- ☐ Follows simple instructions
- ☐ Repeats words overheard in conversation
- ☐ Points to things in a book

### Cognitive (learning, thinking, problem-solving)

- ☐ Finds things even when hidden under two or three covers
- ☐ Begins to sort shapes and colors
- ☐ Completes sentences and rhymes in familiar books
- ☐ Plays simple make-believe games
- ☐ Builds towers of 4 or more blocks
- ☐ Might use one hand more than the other
- ☐ Follows two-step instructions such as "Pick up your shoes and put them in the closet."
- ☐ Names items in a picture book such as a cat, bird, or dog

### Movement/Physical Development

- ☐ Stands on tiptoe
- ☐ Kicks a ball
- ☐ Begins to run
- ☐ Climbs onto and down from furniture without help
- ☐ Walks up and down stairs holding on

- ☐ Throws ball overhand
- ☐ Makes or copies straight lines and circles

## You Know Your Child Best.

Act early if you have concerns about the way your child plays, learns, speaks, acts, or moves, or if your child:

- ☐ Is missing milestones
- ☐ Doesn't use 2-word phrases (for example, "drink milk")
- ☐ Doesn't know what to do with common things, like a brush, phone, fork, spoon
- ☐ Doesn't copy actions and words
- ☐ Doesn't follow simple instructions
- ☐ Doesn't walk steadily
- ☐ Loses skills she once had

**Tell your child's doctor or nurse if you notice any of these signs of possible developmental delay and ask for a developmental screening.**

If you or the doctor is still concerned

1. Ask for a referral to a specialist and,
2. Call your state or territory's early intervention program to find out if your child can get services to help. Learn more and find the number at [cdc.gov/FindEI](http://cdc.gov/FindEI).

For more information, go to [cdc.gov/Concerned](http://cdc.gov/Concerned).

**DON'T WAIT.**  
**Acting early can make a real difference!**

### ★ It's time for developmental screening!

At 2 years, your child is due for general developmental screening and an autism screening, as recommended for all children by the American Academy of Pediatrics. Ask the doctor about your child's developmental screening.



[www.cdc.gov/ActEarly](http://www.cdc.gov/ActEarly)  
1-800-CDC-INFO (1-800-232-4636)



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# Help Your Child Learn and Grow



You can help your child learn and grow. Talk, read, sing, and play together every day. Below are some activities to enjoy with your 2-year-old child today.

## What You Can Do for Your 2-Year-Old:

- ☐ Encourage your child to help with simple chores at home, like sweeping and making dinner. Praise your child for being a good helper.
- ☐ At this age, children still play next to (not with) each other and don't share well. For play dates, give the children lots of toys to play with. Watch the children closely and step in if they fight or argue.
- ☐ Give your child attention and praise when he follows instructions. Limit attention for defiant behavior. Spend a lot more time praising good behaviors than punishing bad ones.
- ☐ Teach your child to identify and say body parts, animals, and other common things.
- ☐ Do not correct your child when he says words incorrectly. Rather, say it correctly. For example, "That is a ball."
- ☐ Encourage your child to say a word instead of pointing. If your child can't say the whole word ("milk"), give her the first sound ("m") to help. Over time, you can prompt your child to say the whole sentence — "I want milk."
- ☐ Hide your child's toys around the room and let him find them.
- ☐ Help your child do puzzles with shapes, colors, or farm animals. Name each piece when your child puts it in place.
- ☐ Encourage your child to play with blocks. Take turns building towers and knocking them down.
- ☐ Do art projects with your child using crayons, paint, and paper. Describe what your child makes and hang it on the wall or refrigerator.
- ☐ Ask your child to help you open doors and drawers and turn pages in a book or magazine.
- ☐ Once your child walks well, ask her to carry small things for you.
- ☐ Kick a ball back and forth with your child. When your child is good at that, encourage him to run and kick.
- ☐ Take your child to the park to run and climb on equipment or walk on nature trails. Watch your child closely.

Milestones adapted from CARING FOR YOUR BABY AND YOUNG CHILD: BIRTH TO AGE 5, Fifth Edition, edited by Steven Shelov and Tanya Remer Altmann © 1991, 1993, 1998, 2004, 2009 by the American Academy of Pediatrics and BRIGHT FUTURES: GUIDELINES FOR HEALTH SUPERVISION OF INFANTS, CHILDREN, AND ADOLESCENTS, Third Edition, edited by Joseph Hagan, Jr., Judith S. Shaw, and Paula M. Duncan, 2008, Elk Grove Village, IL: American Academy of Pediatrics.

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# Your Child at 3 Years



Child's Name \_\_\_\_\_

Child's Age \_\_\_\_\_

Today's Date \_\_\_\_\_

Milestones matter! How your child plays, learns, speaks, acts, and moves offers important clues about his or her development. Check the milestones your child has reached by age 3. Take this with you and talk with your child's doctor at every well-child visit about the milestones your child has reached and what to expect next.

## What Most Children Do by this Age:

### Social/Emotional

- ☐ Copies adults and friends
- ☐ Shows affection for friends without prompting
- ☐ Takes turns in games
- ☐ Shows concern for a crying friend
- ☐ Understands the idea of "mine" and "his" or "hers"
- ☐ Shows a wide range of emotions
- ☐ Separates easily from mom and dad
- ☐ May get upset with major changes in routine
- ☐ Dresses and undresses self

### Language/Communication

- ☐ Follows instructions with 2 or 3 steps
- ☐ Can name most familiar things
- ☐ Understands words like "in," "on," and "under"
- ☐ Says first name, age, and sex
- ☐ Names a friend
- ☐ Says words like "I," "me," "we," and "you" and some plurals (cars, dogs, cats)
- ☐ Talks well enough for strangers to understand most of the time
- ☐ Carries on a conversation using 2 to 3 sentences

### Cognitive (learning, thinking, problem-solving)

- ☐ Can work toys with buttons, levers, and moving parts
- ☐ Plays make-believe with dolls, animals, and people
- ☐ Does puzzles with 3 or 4 pieces
- ☐ Understands what "two" means
- ☐ Copies a circle with pencil or crayon
- ☐ Turns book pages one at a time
- ☐ Builds towers of more than 6 blocks
- ☐ Screws and unscrews jar lids or turns door handle

### Movement/Physical Development

- ☐ Climbs well
- ☐ Runs easily
- ☐ Pedals a tricycle (3-wheel bike)
- ☐ Walks up and down stairs, one foot on each step

## You Know Your Child Best.

Act early if you have concerns about the way your child plays, learns, speaks, acts, or moves, or if your child:

- ☐ Is missing milestones
- ☐ Falls down a lot or has trouble with stairs
- ☐ Drools or has very unclear speech
- ☐ Can't work simple toys (such as peg boards, simple puzzles, turning handle)
- ☐ Doesn't speak in sentences
- ☐ Doesn't understand simple instructions
- ☐ Doesn't play pretend or make-believe
- ☐ Doesn't want to play with other children or with toys
- ☐ Doesn't make eye contact
- ☐ Loses skills he once had

**Tell your child's doctor or nurse if you notice any of these signs of possible developmental delay and ask for a developmental screening.**

If you or the doctor is still concerned

1. Ask for a referral to a specialist and,
2. Call any local public elementary school for a free evaluation to find out if your child can get services to help.

For more information, go to [cdc.gov/Concerned](http://cdc.gov/Concerned).

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# Help Your Child Learn and Grow

You can help your child learn and grow. Talk, read, sing, and play together every day. Below are some activities to enjoy with your 3-year-old child today.



## What You Can Do for Your 3-Year-Old:

- ☐ Go to play groups with your child or other places where there are other children, to encourage getting along with others.
- ☐ Work with your child to solve the problem when he is upset.
- ☐ Talk about your child's emotions. For example, say, "I can tell you feel mad because you threw the puzzle piece." Encourage your child to identify feelings in books.
- ☐ Set rules and limits for your child, and stick to them. If your child breaks a rule, give him a time out for 30 seconds to 1 minute in a chair or in his room. Praise your child for following the rules.
- ☐ Give your child instructions with 2 or 3 steps. For example, "Go to your room and get your shoes and coat."
- ☐ Read to your child every day. Ask your child to point to things in the pictures and repeat words after you.
- ☐ Give your child an "activity box" with paper, crayons, and coloring books. Color and draw lines and shapes with your child.
- ☐ Play matching games. Ask your child to find objects in books or around the house that are the same.
- ☐ Play counting games. Count body parts, stairs, and other things you use or see every day.
- ☐ Hold your child's hand going up and down stairs. When she can go up and down easily, encourage her to use the railing.
- ☐ Play outside with your child. Go to the park or hiking trail. Allow your child to play freely and without structured activities.

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# Your Child at 4 Years



Child's Name \_\_\_\_\_

Child's Age \_\_\_\_\_

Today's Date \_\_\_\_\_

Milestones matter! How your child plays, learns, speaks, acts, and moves offers important clues about his or her development. Check the milestones your child has reached by age 4. Take this with you and talk with your child's doctor at every well-child visit about the milestones your child has reached and what to expect next.

## What Most Children Do by this Age:

### Social/Emotional

- ☐ Enjoys doing new things
- ☐ Plays "Mom" and "Dad"
- ☐ Is more and more creative with make-believe play
- ☐ Would rather play with other children than by himself
- ☐ Cooperates with other children
- ☐ Often can't tell what's real and what's make-believe
- ☐ Talks about what she likes and what she is interested in

### Language/Communication

- ☐ Knows some basic rules of grammar, such as correctly using "he" and "she"
- ☐ Sings a song or says a poem from memory such as the "Itsy Bitsy Spider" or the "Wheels on the Bus"
- ☐ Tells stories
- ☐ Can say first and last name

### Cognitive (learning, thinking, problem-solving)

- ☐ Names some colors and some numbers
- ☐ Understands the idea of counting
- ☐ Starts to understand time
- ☐ Remembers parts of a story
- ☐ Understands the idea of "same" and "different"
- ☐ Draws a person with 2 to 4 body parts
- ☐ Uses scissors
- ☐ Starts to copy some capital letters
- ☐ Plays board or card games
- ☐ Tells you what he thinks is going to happen next in a book

### Movement/Physical Development

- ☐ Hops and stands on one foot up to 2 seconds

- ☐ Catches a bounced ball most of the time
- ☐ Pours, cuts with supervision, and mashes own food

## You Know Your Child Best.

Act early if you have concerns about the way your child plays, learns, speaks, acts, or moves, or if your child:

- ☐ Is missing milestones
- ☐ Can't jump in place
- ☐ Has trouble scribbling
- ☐ Shows no interest in interactive games or make-believe
- ☐ Ignores other children or doesn't respond to people outside the family
- ☐ Resists dressing, sleeping, and using the toilet
- ☐ Can't retell a favorite story
- ☐ Doesn't follow 3-part commands
- ☐ Doesn't understand "same" and "different"
- ☐ Doesn't use "me" and "you" correctly
- ☐ Speaks unclearly
- ☐ Loses skills he once had

**Tell your child's doctor or nurse if you notice any of these signs of possible developmental delay and ask for a developmental screening.**

If you or the doctor is still concerned

1. Ask for a referral to a specialist and,
2. Call any local public elementary school for a free evaluation to find out if your child can get services to help.

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# Help Your Child Learn and Grow



You can help your child learn and grow. Talk, read, sing, and play together every day. Below are some activities to enjoy with your 4-year-old child today.

## What You Can Do for Your 4-Year-Old:

- ☐ Play make-believe with your child. Let her be the leader and copy what she is doing.
- ☐ Suggest your child pretend play an upcoming event that might make him nervous, like going to preschool or staying overnight at a grandparent's house.
- ☐ Give your child simple choices whenever you can. Let your child choose what to wear, play, or eat for a snack. Limit choices to 2 or 3.
- ☐ During play dates, let your child solve her own problems with friends, but be nearby to help out if needed.
- ☐ Encourage your child to use words, share toys, and take turns playing games of one another's choice.
- ☐ Give your child toys to build imagination, like dress-up clothes, kitchen sets, and blocks.
- ☐ Use good grammar when speaking to your child. Instead of "Mommy wants you to come here," say, "I want you to come here."
- ☐ Use words like "first," "second," and "finally" when talking about everyday activities. This will help your child learn about sequence of events.
- ☐ Take time to answer your child's "why" questions. If you don't know the answer, say "I don't know," or help your child find the answer in a book, on the Internet, or from another adult.
- ☐ When you read with your child, ask him to tell you what happened in the story as you go.
- ☐ Say colors in books, pictures, and things at home. Count common items, like the number of snack crackers, stairs, or toy trains.
- ☐ Teach your child to play outdoor games like tag, follow the leader, and duck, duck, goose.
- ☐ Play your child's favorite music and dance with your child. Take turns copying each other's moves.

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# Montgomery County Infants and Toddlers Program

**Do you have questions about your child's development?**

## **WE CAN HELP!**

We help every eligible child, ages birth to 34.5 months, meet their potential at home, in childcare, school, and in their community. (Children 34.5 months and older may be evaluated for free services through the Montgomery County Public Schools Child Find program at 301-947-6080.)

We work with each family to create a plan to achieve the best goals for the family and child.

## **WE OFFER FREE EARLY INTERVENTION SERVICES!**



- Speech and Language Services
- Occupational Therapy (OT)
- Physical Therapy (PT)
- Psychological Services
- Hearing or Audiology Services
- Assistive Technology
- Family Counseling and Training (FCT)
- Vision Services
- Special Education Services

### **Make a Referral**

<https://referral.mditp.org>

**Phone: 240-777-3997**

**Fax: 240-777-3132**



## 2026-2027 MDO Calendar

|           |       |     |                                             |
|-----------|-------|-----|---------------------------------------------|
| September | 7     | M   | <b>No MDO – Labor Day</b>                   |
|           | 9-11  | WF  | Classes Begin                               |
|           | 14    | M   | Classes Begin                               |
| October   | 23    | F   | MDO Open; FCS Closed                        |
|           | 26-30 | MWF | Fall Parties                                |
|           | 30    | F   | MDO Open; FCS Early Dismissal               |
| November  | 6     | F   | MDO Open; FCS Closed                        |
|           | 23-27 | MWF | <b>No MDO – Thanksgiving Break</b>          |
| December  | 14-18 | MWF | Christmas Parties                           |
|           | 21-31 | MWF | <b>No MDO – Christmas Break</b>             |
| January   | 1-3   | F   | <b>No MDO – Christmas Break</b>             |
|           | 18    | M   | <b>No MDO – Martin Luther King, Jr. Day</b> |
|           | 22    | F   | MDO Open; FCS Early Dismissal               |
| February  | 8-12  | MWF | Valentine Card Exchange                     |
|           | 15    | M   | <b>No MDO – President’s Day</b>             |
| March     | 12    | F   | MDO Open; FCS Closed                        |
|           | 19    | F   | MDO Open; FCS Early Dismissal               |
|           | 19-24 | FMW | Easter Parties                              |
|           | 26-31 | FMW | <b>No MDO – Easter Break</b>                |
| April     | 1-4   | F   | <b>No MDO – Easter Break</b>                |
| May       | 24-28 | MWF | Last Day of Class                           |

### Inclement Weather:

- Please check WTOP or other local news for announcements. Announcements regarding delayed openings will typically be made by 6:30 a.m. Announcements regarding early dismissals will normally be made by noon.
- MDO will follow Forcey Christian School for school closings and delays as follows:
  - If FCS calls for a two-hour delay, MDO will open at 11am.
  - If FCS closes early, MDO will close at 12:30pm unless you are otherwise notified.
- If FCS has a previously scheduled day off, then MDO will follow Montgomery County Public Schools for all weather-related delays, early departures, and closings.