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# PROGRAM HANDBOOK

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## **EMBARK EDUCATION HISTORY**

Embark Education, LLC. began with a simple conversation amongst preschool educators. One which took place while packing up a school shut down by the COVID-19 pandemic during the spring of 2020. Disheartened and displaced by the closing of their preschool, this group of women came together sharing one simple question, “How can we continue to provide quality care and education to children in this ever changing world?”

Over the course of the year which followed, these women banded together to develop a program founded on the principle that every child is unique, and therefore their educational experiences should be as well.

Embark Education, LLC, consists of three founding partners, as well as a collective advisory board of quality preschool educators. Sharing nearly 100 years of assembled experiences in both the classroom and administration, these women are experts in the field of Early Childhood Education and understand how to provide children with the optimum environment for successful growth.

## **MISSION STATEMENT**

Driven by an inclusive and diverse community, Embark Education’s interactive learning environment will help children foster a sense of self and promote independence through our focus on each child’s unique needs. In partnership with parents, Embark has a concentration on developing the language and social-emotional growth of our students, enabling them to flourish as confident and capable learners.

## **EDUCATIONAL PHILOSOPHY**

At Embark, we are more than just childcare. We are a community of educators, children, and families. We welcome and value family-insight into their individual child’s needs and embrace family participation in our school community. Embark welcomes families from all different backgrounds and experiences. We believe that a diverse community enriches our communal experience and strengthens our learning environment. We offer our expertise, guidance, and encouragement to support our families.

At Embark, play is the work of a child. Here, children engage in hands-on, interactive, play-based learning to enhance their developing language, social-emotional, and critical thinking skills. Our career educators guide children on a daily basis by providing interesting, thought-provoking materials to pique curiosity, encourage questions, and inspire discovery. Through large-group meeting times, small-group activity, outdoor exploration and 1:1 attention, our faculty impart age-appropriate academic and school readiness skills.

Our unique educational approach is rooted in a variety of philosophies, and views children as competent and capable learners. From the earliest point, we encourage children in our care to develop age-appropriate, independent life skills. Children gain self-confidence and pride in their hard work and achievement by independently putting on a winter coat or opening their own lunch. We encourage children to have a growth mindset, “This is hard, and I’ll try”, recognizing that learning is challenging, yet gratifying work.

Community outreach and service is at the heart of Embark. We partner with a variety of community organizations, to not only teach children that we have a responsibility to our immediate learning community, but to our larger community as well. Classes participate in age-appropriate community service and social action projects throughout the school year. These may include collecting soda tabs for Ronald McDonald House, providing meals to families in need, the holiday giving tree, and more.

## **COVID-19 POLICIES AND PROCEDURES**

Embark Education follows the advice of the Maryland Office of Childcare, as well as recommendations set in place by the CDC with regards to the COVID-19 pandemic and how to safeguard both children and faculty while operating a childcare facility. Cleaning and disinfecting of frequently touched objects, surfaces, and toys takes place throughout the day. Hand hygiene is taught to children, and cleaning supplies are readily available to all faculty and visitors. Currently, if a child tests positive they are required to home for five days after the positive test result and then attend school masked for another five days or until they test negative. For children who have an exposure, it is expected that parents use a rapid test daily and upload the negative results daily in Brightwheel for five days after the last known exposure. For our most up to date policies, please visit our website.

## **CLASSROOM INCLUSION MODEL**

Embark Education believes that ALL CHILDREN benefit when placed within high-quality inclusive classrooms. Inclusive classrooms combine both neurotypical children with those requiring special behavioral or health accommodations, while also creating the least restrictive environments for everyone to learn. Every classroom within Embark carries an inclusive model, regardless of whether there are any diagnosed children with special needs enrolled.

Each educator employed with Embark has experience working with children of various developmental or special health needs and understands how to provide the most productive, natural learning environment for the children in their care. Our educators have been trained in how to provide a learning environment which is accessible to all and provides a variety of skill level achievements for children.

Embark is proud to employ an Early Intervention Specialist, Amanda Vogel, who brings over 10 years of experience in Special Education and ABA therapies. Mrs. Vogel works directly with children, teachers, parents, Infants and Toddlers, and ChildFind to meet the needs of children

with special behavioral or health needs in the classroom and help ensure that they are in a safe, healthy, and truly inclusive environment. She works to coordinate care, train our faculty, and as a liaison to community partnerships. Embark is also proud to partner with Trellis, an ABA company that offers 1:1 services to children on the spectrum in our care.

## **PARENT PARTNERSHIP**

At Embark Education, we strive to build a partnership with each family entering our program. Each faculty member is committed to working in unison with parents to create an optimum learning environment for their children while with us and also provide support for parents as they create a successful and happy home life.

Families enrolling at Embark are asked to commit to the following:

- Attending twice yearly conferences to discuss child progress, and develop future goals
- Honor wellness policies set in place by the school, and keep ailing children home
- Respect and adhere to COVID Regulations
- Communicate regularly with both administration and classroom teachers regarding any changes in your child's behavior or needs.
- Respect teachers time and availability by 1) communicating with them when they are not actively engaged with children, 2) Understanding that they may not respond immediately to weekend or evening emails, 3) avoiding contacting them through social media sites

If you have any questions or concerns about Child Care and/or Child Care Regulations, a copy of COMAR is located and available behind the front desk. There is also a pamphlet "Guide to Child Care" located on the bulletin board in the lobby. Both are available for you.

## **FACULTY CREDENTIALS**

Each full-time member of Embark Education's faculty is fully credentialed in accordance with the Maryland Department of Education Standards. In addition, many of our educators hold four-year degrees in fields pertinent to child development, such as Education, Psychology, and Art. All our faculty are required to pursue yearly continuing education, and are certified in CPR, First-Aid, and Medication Training. All members of our faculty have been fingerprinted and vetted through both state and federal agencies.

## **SCHEDULES, PLACEMENTS, HOURS OF OPERATIONS**

Embark Education is open Monday through Friday, 7:30am - 5:30pm. We offer a variety of scheduling options for children ages 6 weeks through 5 years. Traditional schedules include both half day and full day options and are available for T/TH, M/W/F, and five days. Should your family require an unconventional schedule, please contact our administrative team for discussion and review. If availability exists in a classroom, and financial accommodations can be made, we are happy to work with families.

Classroom placements are based initially on the birthday of a child in conjunction with information provided during the application process. Embark Education may request a child to attend a play-based evaluation, or classroom visit(s) to help ensure that they are placed in the optimum environment for success.

In order to maintain the integrity of our preschool program, toddlers are not automatically moved into our twos program upon their birthday. Consideration may be given to moving a child into the preschool program depending on availability and social/emotional maturity. The needs of the child and developmental ability of the classroom is a consideration in making a decision to move a child in the middle of the school year. Additionally, tuition rates and payments are based on classroom placement and not the age of a child.

## **CLASS SIZES AND RATIOS**

Class sizes vary by year of age as well as classroom size. In accordance with the Maryland State Office of Child Care regulations, teacher to student ratio will not exceed 1:3 for infants and toddlers, 1:6 for two-year olds, and 1:10 for three-year olds and pre-kindergarten students. Embark Education maintains maximum class sizes of 6 students for infants 6 weeks-18months, 9 students for toddlers 18m-24m, 12 students per two's class, and 16 students per three's and pre-k classrooms.

## **SCHOOL YEAR PROGRAM**

Embark Education's school year is approximately 42 weeks long and runs from late August until mid June. Utilizing a combination of teacher-instructed lessons and play-based learning experiences, our teachers work to develop age-appropriate skills within the five domains of learning (physical, cognitive, social, emotional, & language). Educators with Embark apply the objectives and goals within the MSDE Healthy Beginnings curriculum as well as state standards for Kindergarten Readiness when developing classroom lessons.

### **TODDLER PROGRAM**

Children at this young age are still learning through exploration of their environment. This is why our educators are focused on creating purposeful play experiences for your children which allow them time to safely explore concepts like cause and effect, self awareness, communication, and problem solving.

### **TWOS PROGRAM**

Our Two Year Old program utilizes a combination of teacher instruction and play-based learning in order to address early academics, transitional skills, and language development. Children are encouraged to participate in tangible learning experiences based off of weekly themes and monthly studies guided by each class's interests.

### **THREES PROGRAM**

The primary focus of our Three Year Old Program is to build a child's sense of self as they develop independence in the classroom, and an understanding of community. Our educators expertly work with each child to guide them through peer interactions, conflict solving, and self regulation as they navigate a weekly theme based curriculum addressing letter identification, pre-math skills, and emergent literacy.

### PRE-KINDERGARTEN

Our Pre Kindergarten program will encourage every child to think for themselves, use their imagination, and solve problems using creativity. Through play, hands-on learning, social interaction, real-world experiences, sensory activities, as well as small and large group instruction, children will be introduced to a variety of vital literacy, math, science, and social studies themes. Our educators balance the teaching of both academic and social skills in order to ensure our Pre K students succeed moving forward.

## SUMMER SESSION

Embark Education understands that some families may have different child care needs throughout the summer months. In order for those families to plan out absences from our program without risking their children's school year placements, we enroll for a summer program separately.

Applications for our summer program, complete with pricing and scheduling options will become available to families each February. Existing families enrolled at Embark will have the month of February and March to submit their summer schedule. Summer camp availability will open up to non-Embark families at the start of April, at which point placement for current families can no longer be guaranteed.

## WITHDRAWALS

Deposits are collected (or adjusted for existing families) yearly and are non-refundable prior to the start of each newly contracted school year. Once the school year has begun, Embark requires at least 30 days written notice before the withdrawal of a student. Once proper notice is given, a prorated tuition amount and/or a deposit will be returned to the family. Absence of proper notification of withdrawal will result in the forfeiture of any deposit retained by the school.

## BEHAVIOR MODIFICATION PROGRAM

Embark Education believes that in order to have the most successful classroom community, continuity between environments must exist. This is why we have developed a unified policy addressing methods for handling both negative and positive behaviors.

We believe that life is a progression of choices, and those choices breed either positive results or negative consequences. By treating each day as a series of choices, we are able to assist

the children in our care in recognizing the impact their choices have and therefore correcting any negative ones in the future.

Each year, our educators are trained using the philosophy of “1-2-3 Magic” in conjunction with teaching our teachers techniques to help address emotions identification and regulation, to mitigate classroom behaviors.

## HOME/SCHOOL COMMUNICATIONS

As a parent, you should never feel “out of the loop” with regards to your children. That is why Embark Education is committed to providing each family with multiple methods for acquiring information regarding our program and your child’s individual care.

- Easy access to all administrative and faculty email addresses via our website
- a commitment to email responses within a 24hr turnaround time (with the exceptions of holidays and weekends)
- Weekly communication from classroom teachers regarding classroom curriculum
- Weekly community Newsletters from our administrative team
- Twice yearly conferences to discuss your child’s progress both academically and socially

## FORM REQUIREMENTS

The following forms must be completed prior to a child’s first day of school. Children may not attend Embark’s program without 100% of the required forms turned in and approved.

All Required Forms:

### Office of Child Care Mandated Forms

- Emergency Contact Form (pediatrician signature required and completed each year)
- Health Inventory (pediatrician signature required)
- Immunization Record (pediatrician signature required)
- Lead Screening (pediatrician signature required)

### Embark Education Required Forms

- Enrollment Contract + 1 Month Tuition Deposit
- Program Handbook Checklist (signed by both parents/guardians)
- Student Biography Form
- Photo/Video Release Form
- Directory Authorization Form

### Medical Forms (as needed)

- Medication Administration Authorization
- Seizure Medication Administration Authorization



- Allergy Action Plan
- Asthma Action Plan

## DROP-OFF/PICK-UP PROCEDURES

Children may be dropped off/picked up in their classroom by their parent or adult guardian. All drop-off/pick-ups will be recorded electronically and each authorized pick up will have a unique to them PIN. Children will not be released to anyone who does not have the check-in/out application. Additionally, it is your responsibility to communicate to your child's classroom teacher and the administration if there is someone new picking up your child.

## LATE ARRIVALS / LATE PICK-UPS

Any child arriving at school after 9:00 am must notify the school in advance to ensure that there is faculty available to assist with dropping off in our lobby and ensuring the child is signed in. No child will be permitted to enter the program later than 10:30 AM without 1) at least 24hrs notice to both administration and the classroom teacher. 2) a valid and approved reason for lateness to school. (ie. doctor's appointment, therapy session, educational evaluation) After 11:00 AM no child will be permitted to enter the program unless prior authorization has been given by the administration.

All children are expected to be picked up by 5:30pm. Late fees will be accrued for any child remaining in the building after this time. Late fees will be invoiced weekly and fees will be passed onto the teacher/s who were responsible for your child. Prompt payments are expected and will incur an additional 5% charge monthly. If late pick ups become habitual, Embark reserves the right to review your contract and continued enrollment.

Late Fees are accrued in the following increments:

5:30 - 5:40 = \$1 per minute

5:45 - 6:00 = \$2 per minute

6:00 and after = \$3 per minute

If **any child is not picked up by 6:15** and there has been **NO COMMUNICATION**, Embark Education is required to call the police department and have the child picked up.

## SICK POLICY

If your child becomes ill during the school day, the following criteria will be considered in determining if your child must go home:

- a fever of 100.4 degrees or more
- inflammation of the eyes (excessive redness, glassy or discharge)
- vomiting

- more than one incidence of diarrhea or loose stool which is not contained within clothing
- Small blisters or rash found on the hands, feet, mouth, or genital region

A staff member will contact a parent to inform them that their child needs to be picked up as soon as possible and make a report within the Brightwheel app. We will do our best to remove the child from the classroom to wait with a faculty member or a member of administration. Embark does not have a “sick room” for children; we do our best to accommodate any child that becomes ill and ask that you please arrive at school within one hour.

If your child is sent home due to illness, they cannot return to school until they have been free from symptoms for 24 hours without the use of a fever reducer. You may not send your child to school after administering a fever reducer if they have or are being watched for a low grade fever. This is to allow your child ample time to recover and stop the spread of illness to the other children and faculty.

Embark follows the CDC requirements for quarantine for COVID positive cases. If you or your child tests positive for COVID please contact the administration immediately.

If a child is diagnosed with or has a suspected case of Hand, Foot, and Mouth disease, the child will be required to stay home for at least five (5) days after the appearance of blisters and until all of the blisters have dried up.

## **ALLERGIES**

It is vital that Embark is made aware of any allergies your child may have so that we are able to fully accommodate them in the classroom. Allergy Action Forms are located on our website and must be signed by the family pediatrician. A current list of allergies will be accessible to all faculty entering your child’s classroom as an additional safeguard to their health. We ask that families with children having allergies provide a frozen or nonperishable “treat” for the school to keep on hand in the event a family surprises the class with a special snack (birthdays, holidays).

## **EMERGENT INJURY POLICY**

For minor medical accidents i.e., scrapes, cuts, and bumps, a staff member will provide the appropriate first aid, TLC and an accident report will be filled out in the Brightwheel app. The parents will not be called unless the staff feels the injury requires non-emergency medical attention. If a child does require immediate medical attention due to injury or illness, the staff will call 911 and the child will be transported to the hospital accompanied by a staff member. The parents will be notified by staff or management regarding the situation and given instructions on where to meet their child.

## **TOILET TRAINING**

Toilet training is required for all students entering our pre-kindergarten program unless an educational or developmental delay has impeded training. In this case, accommodations must be discussed and approved by administration prior to the start of the school year.

## **GRADUAL ENTRY PROGRAM**

Embark Education's Gradual Entry Program for our toddler (18+ months) and preschool program is designed to ease each new student comfortably into our classroom environment and is guided at the pace of the child, and with the recommendation of their individual teacher. Every new toddler, two- , and three-year-old child is required to participate in gradual entry.

On the child's first day of school, they may be dropped off at their regular time and will attend school until 10am. Based on the child's temperament, ability to transition, attention to tasks, and level of bonding with adults, their day will be extended. Typically, a toddler and two-year-old child will stay until 11am, then through lunch, and finally through their full day schedule. Three-year-old children typically attend through lunch, then enter their full day schedule. Please note that these listed times may change based on your child's level of comfort, and at the discretion of the teachers and administration.

We recognize that our gradual entry program may cause stress for some families. Please contact our administrative team if you have an unavoidable conflict making it impossible for your child to adhere to their schedule. Embark recommends that you locate a friend or family member to assist with pick ups during this period.

## **FINANCIAL ASSISTANCE**

Financial assistance and tuition deferment are available based on proof of need and available resources. If your family's financial circumstances change mid-year, please schedule a time to meet with our administrative team to explore your options. Money should never stand in the way of top-notch care for your child.

## **FORCE MAJEURE POLICY AND TUITION**

The school's duties and obligations under the enrollment contract shall be suspended immediately, with or without notice, during all periods that the school is closed because of force majeure events including, but not limited to, any fire; act of God; hurricane; war; governmental action; act of terrorism; epidemic; pandemic; emergent closure by Obrect; or any other event beyond the school's control. The force majeure policy extends to COVID, Hand, Foot, and Mouth or other disease outbreak event that forces the closure of a classroom or the school.

If such an event occurs, the school's duties and obligations in the contract and handbook will be postponed until such time as the school, in its sole discretion, may safely reopen. In the event that the school cannot reopen due to an event under this clause, the school is under no

obligation to refund any portion of tuition paid. Monthly tuition payments will continue to be due until a child is withdrawn from the program. Families can withdraw a child with a 30-day written notice. Families will be responsible for the 30 days of tuition during the notice period and cannot be guaranteed a spot for their child with the school may safely reopen. If a 30-day written notice is not given during a force majeure event, the tuition deposit will be forfeited and a new deposit will need to be paid upon re-enrollment.

## **CLEANING AND SANITATION**

Appropriate cleaning and sanitation of high touch surfaces including tables, chairs, door handles, and toys will be done throughout the day using child safe chemicals on the approved list from the Office of Childcare. Cots will be sanitized weekly and bedding will be sent home at the end of every week for laundering. Janitorial staff will thoroughly clean and sanitize the building nightly.

## **OBSERVATIONS AND ASSESSMENTS**

Teachers will conduct observations and assessments twice a year before parent-teacher conferences. At these conferences, teachers will discuss their observations and assessments of your child. These will be documented for both the family and in the children's permanent file.

In the event that a teacher believes there may be an educational or developmental delay, a member of the administration will be notified. A member of the administrative team will informally observe your child and, in conjunction with the classroom teacher, determine next steps. Outside of the bi-annual assessments, parents will be notified prior to any formal observations being conducted on their child. Conferences may be called at any time by both parents and faculty to discuss the progress of a child and any observations a member of the faculty may have.

## **INCLEMENT WEATHER AND EMERGENCY CLOSURES**

Embark Education strives to meet the needs of those families requiring full time care for their children. Therefore, we make independent weather-related decisions. Using Baltimore County as a guide, our snow policy is as follows:

- If Baltimore County Public Schools are on a 1hr delay, we will open at 8:30
- If Baltimore County Public Schools are on a 2hr delay, we will open at 9:00
- If Baltimore County Public Schools are closed, we will plan on opening at 9:00AM and will notify families by 8:00 on our ability to open for the day.

Families will be notified of any late openings or closures through our Facebook page, an email sent to families, as well as through Brightwheel.

Please be advised that Embark Education cannot legally operate without water or power. In the rare event that the power goes out or the water has to be shut off, Embark will have to close.

The administrative team will inform parents of emergency closures via Brightwheel and Email. If you have any questions about our force majeure policies, please refer to the force majeure section of the Parental Handbook.

## **PARENT CONDUCT AND RESPONSIBILITIES**

At Embark Education, parents and family members are expected to conduct themselves in an appropriate and civil manner while on school property. Conversations between parents, or with faculty should always be conducted calmly and with a respectful tone. The use of inappropriate language, smoking, or drinking is prohibited. Any parent who engages in abusive, disrespectful or inappropriate behavior, in either words or actions, will be given a written warning from the administration. If there are repeat offenses the parent will not be permitted on the property. If repeat offenses occur, Embark Education reserves the right to remove a family's enrollment from our program, and retain any deposit on file.

## **CHILD ABUSE AND NEGLECT**

Every faculty member of Embark Education has been trained on how to recognize the signs and symptoms of child abuse and neglect. If child abuse or neglect is suspected, we are required by law to report any suspicions to the proper authorities. If you are concerned about child abuse, neglect, or violence in your home or someone else's, we strongly encourage you to contact our administrators. We are committed to meet with you, hear your concerns, and provide assistance on how to file an anonymous report with Child Protective Services.

## **SNACKS AND MEALS**

Embark Education takes the health of your child seriously. It is for this reason that we ask parents to provide ALL FOOD for their day. Each day parents are responsible for packing a small morning and afternoon snack as well as a lunch. We are not a peanut free facility but reserve the right to restrict foods that present an airborne allergy to other children or faculty members in the classroom. Please also bring a water bottle to school for your child daily. When packing your children's food, please pack in non-breakable containers. Glass containers present a potential hazardous situation and we appreciate your cooperation in preserving the health and safety of the children.

Families wishing to bring in a special snack for their child's class must contact the teacher ahead of time to schedule a day which does not interfere with any planned lessons. Parents providing classroom snacks should inquire about classroom allergies and do their best to accommodate them.

## **OUTDOOR PLAY**

Weather permitting, children will spend time outside. It is expected that all children arrive at school in weather appropriate attire, including snow and rain gear. Items such as flowing scarves, jewelry, and hooded sweatshirts with drawstrings may cause danger with climbing and should be avoided. Children wearing dresses or skirts are required to wear shorts underneath for comfort when climbing. All children are required to wear proper fitting footwear, which is reliable and safe for climbing on play equipment. Sandals and "flip flops" are not permitted.

Embark Education allows children to engage in developmentally appropriate outdoor play such as digging in the mulch, sand, and dirt, along with sitting and playing in the dirt and mulch. Please do not send your child dressed in any clothing that cannot get dirty throughout the day.

## **TUITION PAYMENT POLICY**

Tuition and any other applicable charges will be invoiced through Brightwheel ten days before the first of the month with tuition being due on the first of every month. Tuition payments are due in full by the 15th of every month. Payments received after the 15th will incur an additional \$25 charge. In the event that your family needs more time to pay the invoice, please contact a member of the administrative team so as to avoid any additional charges. Tuition may be paid by check, money order, or credit/debt card.

Tuition payments and fees are based on the classroom your child is placed in and not the age of your child. To protect the integrity of our preschool program and to provide the most developmentally appropriate care and education to your child, children are not automatically enrolled into our twos program when they turn two. Parents will be responsible for classroom placement tuition until their child is moved into an age group with a different fee structure.

## **ADDITIONAL DAYS AND SCHEDULE CHANGES**

Scheduled days of attendance may not be substituted due to absence, illness, holiday, vacation, school closure, or any other reason. Additional days of attendance may be requested with at least one weeks' notice and must be approved by both school administration, as well as the classroom teacher assuming that space is available. A flat rate of \$45 for a half day and \$90 for a full day of care per child will be billed to the family account. Families will be required to pay for their additional scheduled day by the end of the one-month billing cycle.

## **SECURITY**

Every exterior door at Embark is locked and accessible via a coded entry system. Parents are given the code for entry to the main lobby on the first day of school each year. Children are not permitted to have access to door codes as it jeopardizes building security. Please do not reveal the door code to your children or any outsiders. The safety of our building and your children

depend on you. There is always an Embark faculty member located in the front lobby of the school to oversee the admission of any person without an access code to our building.

All children are to be signed in and out daily by an authorized adult over the age of 18. Your child will only be released from our care to authorized family/friends listed on your emergency card and Brightwheel account. In the event that an unauthorized adult arrives to claim your child, they will remain with an administrator until parents may be reached via phone for consent. All adults must provide proof of ID when picking up any child until they become familiar with all faculty in the building.

## **ADMISSION AND RE-ENROLLMENT PROCEDURES**

All families interested in enrolling with Embark Education must fill out an application and pay a non-refundable \$50 application fee. Filling out an application signifies your intent to enroll your child with Embark Education, but does not obligate either party in a contractual agreement. Once Embark Education receives your application, you will be notified of your child's acceptance into our program and receive a contract within 15 business days of receipt of your application. To ensure your child's spot is secure, please return your family's contract within 15 business days with a deposit equal to one month's tuition. If you need additional time, please contact a member of our administrative team.

Priority enrollment will be offered to existing students and their families prior to open enrollment in January of each school year. Each family will be asked to fill out an application to reserve a spot and desired schedule before enrollment is opened up to the public. After the priority enrollment period, waitlist application contracts and placements will be given. Finally, contracts and placements will be given on a first come first serve basis to open enrollment families.

## **LICENSING AND AFFILIATIONS**

Embark Education is licensed by the Maryland State Department of Education, Office of Child Care. The center is inspected annually by the Child Care Administration and Baltimore County's Fire Marshal Office. Embark Education participates in the Maryland Excels program.



120 Sparks Valley Road, Hunt Valley, Maryland,  
21152

443-338-3770 [www.embarkeducationmd.com](http://www.embarkeducationmd.com)

**PARENT HANDBOOK  
RECEIPT FORM**

By signing below, I/We acknowledge that I/we have received and read a copy of the parent handbook. I/We understand that it is my/our responsibility to communicate any questions or concerns I/we may have regarding the handbook to Embark’s administrative team prior to signing this form. I/We hereby agree to abide by the policies and procedures indicated with Embark Education’s Parent Handbook and understand that this is an extension of the enrollment contract I/we have signed.

*Please return this form to the office prior to your child(ren)’s first day of school.*

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*Parent’s signature* *Date*

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*Parent’s signature* *Date*

Children enrolled in program:

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