

**Childway
Child Day Care
Statement of Operations**

Revised March 2011

1. Introduction:

Childway is a child day care, development and early education provider that currently has 3 locations in Montgomery and Prince George's County. With over 36 years of child day care, development and early education experience, Childway enables each child to develop his or her intellectual capabilities to the fullest extent possible. Childway is fortunate to employ a dedicated and experienced faculty who are committed to the children. In addition to instilling academic skills, Childway is committed to ensuring that each child thinks creatively, reasons logically, applies knowledge usefully, deals with abstract concepts and solves problems independently.

Childway intends to open its fourth child day care, development and early education facility at 220 West University Boulevard, Silver Spring, Maryland ("Silver Spring Facility"). Childway's current facilities are located in Maryland in the Burtonsville, College Park and Beltsville areas, with Burtonsville being the largest with 300 children enrolled in ages 6 weeks to 12 years. The Silver Spring Facility is intended to be smaller; however, it will have similar programs and services.

2. Childway's Enrollment:

The maximum enrollment at the Silver Spring Facility at any one time will be 120 children consisting of the following age groups and number of children:

- Infants – up to 12 children;
- Toddlers – up to 18 children;
- 2-year olds - up to 12 children;
- 3-year olds - up to 20 children;
- 4-year olds – up to 20 children; and
- 5-12 year olds - up to 12 children (primarily before and after school care).

(with minimal variation throughout year as children transfer to next agegroup)

The minimum age of the children will be 6 weeks old. The maximum age of the children will be 12 years old.

There will be a maximum of 20 staff employed and on site at any one time.

3. Hours of Operation, Monday through Friday, Year-Round: 7:00 a.m to 6:15 p.m.:

The staff and children will arrive at the Silver Spring Facility in a staggered manner, with the staff arriving between 7:00 a.m. and 9:00 a.m., and the children generally arriving between 7:00 a.m. and 9:15 a.m. Although not every child will stay the full day, the peak period

departure time for the children will be generally between 5:00 p.m. and 6:15 p.m. with the latest departure for the children being 6:15 p.m. The latest departure for the staff will be 7:00 p.m. (to accommodate for the late pick-up policy between 6:15 and 7:00 p.m.).

4. Programs Offered Year-Round:

- Child day care and development programs for children from 4 weeks to 18 months;
- Child day care, development and early education programs for children from 18 months to 3 years (beginner's art; color and shape recognition; the calendar and weather; alphabets and numerals; indoor/outdoor play; music, story time and finger play; A.M. and P.M. circle time; Spanish; computer skills),
- Child day care, development and early education Pre-Kindergarten for children 4-years old, and
- Before and after school care for children from 5 years to 12 years (includes: snacks, basic learning skills reinforcement, homework/study time, arts and crafts, games, audio-visual day, field trips, and potential outings on days when public schools are closed).

5. Summer Camps:

During the summer, a summer camp program will be offered in lieu of before and after school care for children from 5 years to 12 years. The summer camp will run for the same hours and include the same program as is offered during the year-round program, but with an emphasis on field trips.

6. Pick-Up and Drop-Off Operations - On-Site:

Childway employees and parents and caretakers of the children that drive to the Silver Spring Facility will utilize on-site parking. The on-site parking lot has a traffic circulation pattern that provides for an efficient, convenient and safe method for drop-off and pick-up of the children and ingress and egress to the site.

7. Special Events:

In addition to the Monday – Friday child day care, development and early education programs, Childway may host several “special events” for parents outside of the regular child care program, such as holiday functions, Mother’s/Father’s Day or graduation ceremony, which will take place during the weekday operating hours. The events will be limited by age group for scheduling throughout the day in order to accommodate the parents to park on-site. The maximum number of special event days would be 8 a year. In addition to these special events for parents during the weekday, Childway may hold staff workshops at the site during the weekday evening hours, a maximum of 3 times a year.

8. Miscellaneous Items:

- The maximum number of children utilizing the outdoor play area at one time would be less than half of the enrollment.
- There will not be any public address system of any kind outside the building, nor shall amplified music be played outside the building.
- Trash pick-up after 9:00 a.m. 5 x per week.
- Recycling pick-up after 9:00 a.m. 1 x per week.
- Outdoor lighting – during the hours of operation, with limited security lighting for after-hours.