

## OUR MISSION

The mission of NIST Child Care Center is to encourage and promote the total social, physical, emotional, and academic development of a child in a safe, nurturing and supportive learning environment.

## PROGRAM

The NIST Child Care Center has served the NIST community since September 1983. The Center was originally founded by NIST staff and management who were committed to the idea of establishing a high quality child care center on the NIST work site. The vision of the original founders to provide an excellent child care center, convenient to the workplace, continues today in our new facility on the Gaithersburg site, more than three decades later.

Since 1983, the Center has grown in size and reputation and continues to be an important part of the NIST community. In 1988, the NIST Child Care Center was recognized by the Congressional Caucus for Women's Issues for being among the "Best of the Block" in providing employer-sponsored services.

The NIST Child Care Center currently offers programs for children six weeks through fifth grade. Full-time (M-F) care is available for children under eighteen months. Full-time (M-F) and part-time (M/W/F or T/Th) care is available for toddlers (children 18-24 months), 2, 3, and 4 year olds. In 1994, a full-day kindergarten program for 5 year olds was accredited by the Maryland State Department of Education. A before and after school program for first through fifth graders attending Diamond Elementary School is available. Also, summer camp programs are popular with first through fifth grade students each summer and available in two week sessions.



## GOALS

The NIST Child Care Center is committed to....

- following developmentally appropriate guidelines established by the Maryland Office of Child Care regulation codes.
- providing a healthy, safe, and secure environment for children
- encouraging each child in his/her developmental growth by providing an environment that supports learning through active "hands on" play, inquiry and exploration
- assisting each child to gain better control and understanding of his/her body through interaction with the environment, materials, and equipment
- helping each child develop language skills which enable expression of thoughts and feelings as well as an opportunity to increase knowledge.
- promoting a good self-image in each child through an environment that encourages independence and decision making and problem solving.
- fostering an appreciation for the ethnic and cultural diversity of its families and its community.
- promoting a cooperative and informative partnership with parents in their child's care and development.



## ADMISSION POLICY

The Center is open to children and grandchildren of persons affiliated with NIST, either as employees or Associates and their spouses or employees of other federal government agencies, regardless of their age, sex, race, color, national or ethnic origin. Children must be at least six weeks old to enter the program. Our three infant and toddler programs are limited to six children each and children are accepted on a first-come, first-served basis. Older children are accepted as spaces become available, also on a first-come, first-served basis. The kindergarten program may be subject to a lottery if demand exceeds available spaces.

Currently enrolled children have the first opportunity for filling classroom vacancies. In cases where an immediate vacancy in an age-appropriate classroom is not available, the child's name is added to the waiting list when the registration requirements are met. First priority enrollment is given to NIST employees, then other federal government workers, then NIST Associates and finally grandchildren of NIST employees.



## STAFF

The child care staff members are qualified child care professionals with training in child development and developmentally appropriate curriculum planning. All staff must be fingerprinted and have a criminal background check done by the Maryland State Police and FBI.

## PARENT INVOLVEMENT

The personal involvement of parents and their close proximity to the Center contribute to the success and quality of the Center. Parents are encouraged to actively participate in the program by volunteering for a variety of projects, attending field trips, helping with fundraisers or serving on the Association's Child Care Board. Parents are always welcome and encouraged to spend time with their children at the Center and a variety of parent-child activities are planned throughout the year for everyone to enjoy.



## TUITION

The tuition for the center is determined every year by the NIST Child Care Association Board of Directors. Consideration is given to maintain the highest quality program available at competitive rates. As parents in the center, the Board members strive to keep the program as affordable as possible while still striving to be one of the best programs in the area.

Scholarship assistance is available to any family with demonstrated financial need. The scholarship fund is established annually through Combined Federal Campaign (CFC) donations.

No refunds or adjustments to tuition will be made for absences due to vacation, illness, or any other circumstance.

### **Hours of Operation:**

8:00 AM to 5:30 PM – Children under two

6:45 AM to 6:00 PM – Children over two

Monday through Friday

Closed Federal Holidays and 3 Professional Days

**APPLICATION FORM**

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

Date of Birth/Due Date \_\_\_\_\_

Parent/Guardian Names \_\_\_\_\_

Address of Child's Residence:

\_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Preferred Schedule:  M-F  M-W-F  T-Th

Please indicate your enrollment status: Check all that apply.

NIST employee  NIST Associate  Grandparent  
 Other Federal Government Employee Agency \_\_\_\_\_

Employee Name \_\_\_\_\_

NIST/Agency mailing address/telephone:

\_\_\_\_\_  
Building/Room Number NIST extension NIST Mail Stop  
\_\_\_\_\_  
Email Address Home Phone

Send this form plus:  
\$50.00 Processing Fee (non-refundable)

To: Director  
NIST Child Care Center  
100 Bureau Drive, Mail Stop 1915  
Gaithersburg, MD 20899

Telephone: (301) 975-2152 or (301) 975-8898



# NIST Child Care Center

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