

Parent Handbook



**Please note that some of our procedures such as drop off, have been modified due to the Covid-19 pandemic. You will be notified of these changes via an Ammended Parent Handbook before school begins.



Towson Presbyterian Preschool's Parent Handbook

- A- **TPP Handbook** with general school policies
- B- Additional information about our **Full Time School** program
- C- Additional information about our **Parents Day Out** program

Welcome to Towson Presbyterian Preschool.

We are delighted to have you join us.

With new experiences there are always questions about policies and routines. We hope that this page of our website will be a handy reference during your years with us.

Of course our door is always open for questions or concerns. If you need us, please stop by the office (just beyond room 203 on the 2nd level), call the school (410-337-2762), or e-mail us (towsonprespreschool@gmail.com). We promise you a speedy response!

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A1. What are the school's GOALS AND PHILOSOPHY?

As a school accredited by the Maryland State Department of Education (MSDE) we believe that the early childhood experiences are crucial ones for each child. To ensure that your child's needs are met, we place emphasis on developmental theory, those research and research based best practices. We support staff development through TPP financed continued education. With a careful combination of cognitive skills and developmentally appropriate tasks, we create a relaxed environment that stimulates curiosity and enthusiasm for learning.

A2. What about STAFFING?

There are always two adults in each classroom, a teacher and an assistant. Our teachers are fully qualified by the Maryland State Department of Education with college degrees and early childhood courses. Other staff members meet the requirements of MSDE's Office of Child Care.

A3. What is the average CLASS SIZE?

We strive for 12-16 children in the 4-year-old classes, 9 to 12 children in the 3-year-old classes, and up to 9 in our 2-year-old classes. In all classes, there are two adults in the classroom.

A4. What is a TYPICAL DAY like for students?

Elements of a typical day include free play/work time, snack, story and group time, outdoor time, music, etc. We plan our schedules carefully to allow time for socialization, active physical play, as well as small and large group activities. Your teacher will advise you of the time frames in your child's room.

A5. What CURRICULUM do we use?

Several years ago the Maryland State Department of Education (MSDE) mandated that all preschools choose one of five recommended curriculums. We chose ***Creative Curriculum*** (Teaching Strategies), both the Preschool version and the Two-Year-Old version. This curriculum was an easy choice for us since it dovetailed beautifully with our philosophy of developmentally appropriate practice and TPP's own curriculum which we had in place with MSDE for many, many years. ***Creative Curriculum*** thoroughly covers the areas of **literacy, math, science, social studies and the arts**. Other MSDE curriculum resources are also used along with the knowledge, experience and creativity of each of our staff members.

A6. What is TPP's PHYSICAL FITNESS POLICY?

The physical fitness of our students is a constant goal at TPP. Our schedules provide time for active play each day both indoors and outdoors. Our goal is to provide activities which allow children to enhance their fine motor and gross motor developmental skills. During the preschool portion of our day a healthy slice is spent in outdoor play. The longer the day at TPP, the more opportunities for active play are presented. We have 3 playgrounds (one was built for our youngest students and they begin there until we are comfortable that those youngsters can care for themselves as they run, jump, climb and slide.) On our bigger playgrounds we are able to run, climb, slide, lift, dig, throw, push, pull, balance, jump, catch/retrieve/kick a ball, etc. Our school boasts a large indoor gym which we use during inclement weather. In the gym we can use the riding toys, the parachute, balls of all sizes, and have the equipment to set up various obstacle courses. When in the classrooms our students are active for a major portion of the morning as they paint at the easel, construct with the big blocks, climb into the lofts, etc. We get the "wiggles out" before our group time by moving to such activities as "Head and Shoulders, Knees and Toes." Our special movement and music classes incorporate experiences moving our bodies in differing ways. We monitor screen time (none for two-year-olds) and are serving nutritious foods and healthy beverages. We learn about our bodies and how to keep healthy by sneezing into our elbows and washing our hands often.

A7. On ARRIVAL where do I take my child?

If you arrive between 8:45 and 9:00:

Your child is to report directly to the school classroom. Children in a 4-year-old group may be dropped off at the alley door to come in by themselves. If your child is in a 2 or 3-year-old group, you must leave your car *only* in an UNNUMBERED SPACE on the lower lot before the alley and bring your child in through the door from the parking lot.

If you arrive after 9:00:

You will need to use the alley door beneath the TPP canopy. Please use the “preschool” buzzer only. **ALL** children must be accompanied to their group since the group may have left the classroom for some other activity. Our school day begins promptly at 9:00. It is **SO** important to your child that he or she be in the classroom when the work and play groups are formed each day. It is very difficult for a child to become part of a group of children already building with the blocks, etc.

Signing-In Procedure

In order to comply with the Maryland State Department of Education’s licensing regulations it is necessary for **you** (or your designated sitter, grand-parent, etc.) to sign your child into our school each morning and sign him out when he leaves.

For carpool students: a clipboard with your child’s name will be available at the alley door

For students being walked to their classrooms: a clipboard with your child’s name will be available in or outside his classroom. On these attendance sheets please note your child’s arrival time, what time he is expected to leave, and add your signature. When you leave at the end of the morning/afternoon, please note the time and, once again, add your signature.

A8. At DISMISSAL time where do I pick up my child?

Dismissal is at 11:30. All 4-year-olds and 3-year-olds will be dismissed from the landing. Car pool numbers are distributed during the Parent-Teacher Informational meeting.

All 3-year-olds and 2-year-olds must be dropped off in their classrooms. Again, you must leave your car *only* in the lower lot before the alley in an UNNUMBERED space while you pick up your child using the lower door. Please use this same door to leave the building. We strongly encourage you to be on time for dismissal. It is very difficult for a child to be the last one left in his or her classroom.

A9. What if my child is to be PICKED UP BY SOMEONE OTHER THAN A PARENT?

Please list "regular" pick-up people on your child's emergency card. Otherwise we require a written note from you whenever you authorize another person to pick up your child. Please advise this designated person that we will ask them for identification. We also need a note from you whenever your child is to go home from school with another child.

A10. What about CLOTHING?

Your child will be active, use lots of paint, etc., so he/she needs washable clothing that allows for lots of freedom of movement. If toilet trained, the clothes should be manageable without help. Long dresses, skirts and coats are not appropriate play clothes as they can be stepped on by other children or become tangled in play equipment. Inappropriate shoes include crocs, flip flops, sandals, jellies, clogs or party shoes. Hoop or dangle earrings, necklaces, bracelets and rings can catch on play equipment and may prove to be unsafe for your child. Outdoor clothing and sweaters will and do get lost or mistakenly taken home by another child. We strongly encourage you to *label* all clothing including shoes and boots. We maintain a LOST AND FOUND BOX in the first floor hallway.

We try to **go out every day** so please dress your child with that in mind. If the rain stops or if the weather turns warmer, your child can take off a jacket or sweater, but he/she also needs something to put on in case it turns colder. Don't forget to send your child's boots to school when there is snow on the ground.

A11. What about TOILETING?

We allow for toileting numerous times in our daily schedule, and will take a child/allow a child to go to the bathroom when needed. For those two and three-year old children who are still in diapers, we will change diapers. For those in pull-ups, we prefer the Pull-Ups brand. For those children who are out of diapers, we will reinforce what you teach at home about wiping and will "talk" your child through a thorough cleaning job when necessary.

We will begin requiring children who are entering the four-year old classes to be completely toilet-trained prior to entering in September. We will work with those students who entered in 2017 before this requirement was instituted.

A12. What about TOYS FROM HOME?

We discourage children from bringing toys from home. Toys get broken and/or lost and this usually leads to tears.

A13. Will my child bring home WORK FROM SCHOOL?

Your child **will** bring home "work" from school. This "work" might consist of an easel painting, a project, or endless pieces of paper on which he or she has practiced cutting, "writing" (scribbles are a precursor to writing!), punching holes, etc. Regardless of what form the "work" takes, each was done in an attempt to learn and each holds meaning for your child. We encourage you to talk to your child about his "school work" daily, setting a precedent for your child's entire school career. Your child will need a small tote bag (no backpacks, please!) to carry home all of this "work" and other belongings.



A14. What about FIELD TRIPS?

Two-year-olds do not leave the church property. Three-year-olds may go for a walk in the neighborhood. Four-year-olds may take several bus trips as well as walking trips in the neighborhood. Whenever the children are taken away from the church vicinity, your teacher will advise you of when, how, and where the class is going and ask you for your signed permission. Adults are needed as chaperones for field trip experiences in numbers enough to ensure safety, but also ensuring the premise of a field trip as a shared group experience rather than a 1–1 child-to-parent situation. Guidelines for chaperones will be handed out prior to a trip and will include instructions on staying together as a group with the teachers.

A15. What is TPP's NUTRITION POLICY?

TPP provides whole grain crackers, fresh fruits/vegetables at least 4 times a week. We are limiting the fat, sugar and salt content in items served by our school. We monitor lunches provided by home and can supplement, if necessary, those meals to ensure that children are receiving nutritious, balanced meals.

A note about foods brought from home to share with a class. According to Maryland Regulations (Comar 07.04.02.62 Food Sources) foods containing dairy, eggs or meat must come from a licensed food service facility. For our purposes this means that only homemade treats not containing dairy, eggs or meat can be brought to school to be shared with classmates. Cupcakes, cookies and other baked goods must come from a retail source.

A16. What do I do in case of ILLNESS?

The Maryland State Department of Health and Mental Hygiene advises that we should exclude from care "a child who has a fever, any rash that looks purple, a persistent cough, vomiting, diarrhea, extreme crankiness/irritability or extreme sleepiness."

If your child appears ill at school, we will call you immediately so you can make arrangements to have your child picked up. If your child is absent from school due to illness, we need a **written** note from you or your physician informing us of the nature of the illness. Please call the school or your child's teacher immediately in case of **communicable disease** (strep throat, pink eye, etc.)

A17. When can my child COME BACK TO SCHOOL AFTER AN ILLNESS?

The Maryland State Department of Health and Mental Hygiene, Epidemiology and Disease Control Program has given us the following guidelines for when children may return to school after an illness.

Chicken Pox - when all pox are crusted over

Pink Eye (infectious conjunctivitis) - when released by a physician to return to school. White of eyes should be clear.

Head Lice - at least 24 hours after treatment with Permethrin 1% Nix

Strep Throat - at least 24 hours after starting antibiotic treatment

Vomiting - at least 24 hours after last episode of vomiting

Diarrhea - at least 24 hours after last episode of diarrhea

Fever – A fever is described as 101 degrees by Temporal Artery Forehead scan. Your child may return to school when your child no longer has a fever and is not on a fever reducing medication, **OR** your child has been on antibiotics for at least 24 hours, **OR** your child has a note from a health care provider that says he is not infectious and is able to participate fully in school activities even though he may still have a fever.

A18. What if my child needs MEDICATION?

Please try to schedule doses of medication so that your child does not need any while at school. If, for any reason, we are to give the medicine, our licensing agencies mandate that we dispense medications only under certain conditions.

Prescription medications may be administered with parental permission (we will provide the proper form) only if the medication is presented to us in the original pharmacy container labeled with your child's name and the expiration date. We will dispense medication only according to the written instructions on the medication label.

Non-prescription medications: except for topical medications, only one dose of a non-prescriptive medication (but not the first dose) per illness may be administered by our staff. In order to do this, we must have your written permission (we will provide the proper form.) A licensed health practitioner must approve the medication and dosage for your child to receive more than one dose (we will provide the proper form.)

Only those of our staff members who have received Maryland's Medication Administration training will give medications to the students in our care.

A19. How are ACCIDENTS handled?

We take great care to keep your child safe, but accidents do happen. Many members of our staff are trained in First Aid and CPR. Others on staff have received the state required Medication Administration training. We will take appropriate action whenever an accident occurs and will call you immediately in case of an emergency.



A20. Is there HOME-SCHOOL COMMUNICATION?

Communicating from school-to-home:

- The “take-home” folder. We will provide a sturdy “take-home” folder for your child which is a means for your teacher to convey information and “work” from school on a daily basis. Newsletters, notes, announcements about what is going on in the classroom and school will be put into these folders as needed. Please be sure to check your child’s folder each day and return it to us the following day via your child’s school bag.
- We may use email, snail mail or the telephone as a way to connect with you. Please keep us abreast of any new addresses or phone numbers.

Communicating from home-to-school:

- The same “take-home” folder that is used to convey information from school-to-home can be used for home-to-school communications. Teachers will check for notes or other communications from you each morning as your child arrives.
- A suggestion box has been added to our Parent Board in the lower hallway. Please don’t hesitate to use it!!!
- You have an open invitation to email, call, or stop by the office at any time you have a question, a concern or just want to say, “hi.”

A21. How do we access CHILDREN’S PROGRESS?

Through assessments teachers obtain useful information about each child’s knowledge, skills and progress. Assessments are made through observations which allow us to learn about children by watching, listening and studying their work over a period of time. We can learn how a child approaches a task, how he uses language to express himself and his ideas, how he handles materials and equipment, how he engages socially with others, etc.

Assessment information is documented in a variety of ways: brief notes on an index card or sticky note; anecdotal notes; checklists and running records; photographs, etc. This documented information allows the teacher to evaluate each child’s progress as well as our program, to monitor trends and to identify special needs of the children in her classroom.

The assessment information is used to complete the Parent-Teacher forms which are given to parents during the spring conference time. These forms are never shared with a third party without written permission of the parent.

During the spring conference we will share the checklists which will be used during the following year. If your child is leaving us for a kindergarten experience the next school year, we will share public school kindergarten readiness information with you.

A22. What is the school’s DISCIPLINE POLICY?

Encouragement and pride in self is the basis of our discipline policy. Our aim is to have the children manage their own actions and reactions. The teachers and staff will help children learn and develop skills that they need to display appropriate behavior.

Our rule of thumb is that children may not hurt themselves, hurt others, or deliberately damage school materials and/or equipment. When behavior cannot be ignored, the teacher/staff member will quietly talk to the child, or give the child a choice of two acceptable activities which he may engage in until he feels calm and is ready to be part of the original group again, or give the child a “time out.”

A23. What steps will the school take if a child repeatedly exhibits AGGRESSIVE BEHAVIOR?

When a child repeatedly exhibits aggressive behavior, (biting, kicking, hitting, throwing, etc.) our school reserves the right to respond in a variety of ways ranging from a phone call and/or parent conference, to the removal of the child from school for the remainder of the day... or permanently.

A24. How long does the school keep my CHILD’S RECORDS?

Health forms will be returned to you when your child leaves our school. Other records are kept for two years from the date of withdrawal.



A25. What are the PAYMENT arrangements?

We do not send bills. Please see your tuition agreement for payment dates.

A26. What is the procedure for WITHDRAWAL?

Provided thirty days written advance notice is given, a full refund of unused tuition is made for children who are withdrawn before February 1st. Refunds for days absent are not allowed.

The Towson Presbyterian Preschool reserves the right to request withdrawal in certain circumstances beyond our control, in which case unused tuition will be refunded.

A27. What about SNOW DAYS?

If Baltimore County Public Schools are closed all TPP programs will be closed.

If Baltimore County Public Schools open 2 hours late, all TPP programs will open at 9:30 a.m.

A28. How do I find out about an UNSCHEDULED SCHOOL CLOSURE?

In the event that an unexpected circumstance (power outage, no water, etc.) which would result in an unsafe environment for our students, the director has the authority from the school's Board of Directors to close the school for the appropriate amount of time. Parents will be informed by "RainedOut," phone or email immediately.

About "RainedOut": You may find out more about RainedOut, our text message alert system, by going to the front page of our website at www.towsonprespreschool.org.

A29. What is our PLAN IN CASE OF EMERGENCY?

Under the direction of MSDE's Office of Child Care we have developed, and have had approved, a plan which will be put into place in the event of an emergency.

We will "shelter on site" in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at TPP and the building will be secured/locked to restrict entry. Parents will be notified by phone or email if you need to pick up your child before the regular time.

We have an "Active Shooter Emergency Plan" and will take advantage of our monthly fire drills to practice leaving the building should that be necessary. Other aspects of the plan will be shared, discussed and practiced with all staff as well as substitutes.

"Evacuation to another site" will be put into place in the event that it is not safe for the children to remain here at TPP. We will walk ½ block to the Orakawa YMCA located at 600 W. Chesapeake Ave., and you will be notified by "RainedOut," phone or email. **Please remember to let us know of any changes in phone numbers or email addresses.**

A30. Transitioning to the Next Level

To aid in the transition to the next level of learning, we provide a copy of the next year's curriculum. The students will visit the 3-year-old or 4-year-old classrooms where they will learn during the next school year.

When leaving TPP to go into Kindergarten, we complete all the requested paperwork from the new school. We also offer a parent work-shop entitled "What to Expect in the BCPS Kindergarten Program."

A31. Reporting of Child Abuse/Neglect

By Maryland law it is imperative that anyone (including the staff of TPP) who has reason to believe that a child has been subjected to abuse on or off school property by a staff member, a parent, guardian, caretaker or a household or family member **must** notify the Baltimore County Department of Social Services. All staff members of TPP are trained annually in the identification of child abuse and our responsibility to report any abuse/neglect.

A32. No Pet Policy

Recognizing that some of our students may be allergic to pet dander, we have adopted a "no pets policy." We will not have furry animals as classroom pets, nor will we allow a family pet to visit with us.

A33. Is there PARENTAL PARTNERSHIP?

TPP parents are encouraged to participate in our educational program in many ways.

- At the beginning of each year parents are given a “Want to Get Involved at TPP flyer which lists at least 15 ways in which parents can get involved with our school and in their child’s education with whatever time they can share with us. This list includes reading a story to the class, chaperoning on a field trip, sharing a holiday custom or making play dough for his/her child’s classroom, etc.
- Parents are invited to become part of our Parent Advisory Board. This group is a sounding board for problem solving and decision making. This group also organizes a variety of family social occasions (holiday party, pizza & movie nights, ice cream social, etc.)
- Parents are members of our school’s governing board where tuitions are set, salaries are discussed, major purchases are authorized, policies are formed, and the duties and responsibilities of the Director are determined.
- Several times throughout the year we ask for comments about how we are doing and in April of each year a survey is sent to each family from Survey Monkey asking for parental opinions about a wide range of topics concerning our school.

A 34. Is there an APPEALS PROCESS for parents?

An appeals process has been established if a complaint by a parent concerns the interpretation, application or alleged violation of a provision contained in the TPP Parent Handbook.

- Step One - A parent discusses either orally or in writing a decision made by a staff member.
- Step Two - If a parent is not satisfied with the disposition of his or her claim by the Director, the parent may appeal the decision in writing to the President of TPP’s Board of Directors.

Towson Presbyterian Preschool

About Our Asbestos Management Plan

September 1, 2016

To: Parents, Teachers, and Employees of Towson Presbyterian Preschool
From: Leslie Foretich, Director
Re: Availability of Asbestos Management Plan

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction. If you have any questions about reviewing our management plan please contact Kathryn Bojanowski, TPC's property manager, at 410-823-6500.

Statement of Teacher Credentials - School Year 2021 - 2022

Teaching Staff

Broh-Kahn, Lee

Bachelor of Arts degree in Political Science from Duke University, Early Childhood Education credentials from Community College of Baltimore County.

Burton, Pamela

Bachelor of Science degree in Elementary/Early Childhood Education from Millersville University.

Darwin, Lisa

Bachelor of Arts in Social Work from Stetson University, Master of Social Work from University of Maryland at Baltimore County, Early Childhood credentials from Community College of Baltimore County.

Dennis, Donna

Bachelor of Science degree in Early Childhood Education from Towson University

Holland, Evelyn

Bachelor of Science degree from Morgan State University in Mathematics with an plus a minor in Accounting and a Master's Degree equivalency from Johns Hopkins University.

Killian, Clare

Bachelor of Arts degree in American Studies from University of Maryland, Baltimore County, Early Childhood credentials from UMBC.

Lehman, Mary

Bachelor of Arts degree in Elementary Education from Towson University, Early Childhood credentials from Community College of Baltimore County.

Osborn, Kathy

Bachelor of Science degree in Fine Arts & Communication from Towson University, Early Childhood credentials form Community College of Baltimore County.

Starkey, Jennifer

Bachelor of Science degree in Early Childhood Education from Frostburg State University.

Turner, Chyanna

Equivalent credits toward an Associates Degree from Ashford University and Harford Community College and Early Childhood Credentials from Harford Community College.

Administrative Head

Foretich, Leslie

Bachelor of Science degree in Elementary Education with a Minor in Special Education from Towson University. Early Childhood Education credentials from Community College of Baltimore County.

Towson Presbyterian Preschool Board of Directors

For a list of the current board members please contact Leslie Foretich.

Full Time School Program

Some Additional Information

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B1. What is the difference between the Preschool and the FULL TIME SCHOOL PROGRAM?

The Preschool classes are school programs approved by the Maryland State Department of Education. These programs meet from 9:00 until 11:30 on school days (please see the Directory for the school days calendar.) Your child will be assigned to one of these school classes. The FULL TIME SCHOOL PROGRAM includes the remainder of the day (7:30 – 9:00 and 11:30 – 5:30) and also vacation days when the school is closed. The extra time is licensed by MSDE’s Office of Child Care.

B2. What about STAFFING during these extra hours?

Your child will be greeted in the early morning by members of our early morning school staff who work all the days that the Full Time Program is open. On school days this crew is joined by the remaining school staff around 8:30 when the children move to their morning school classrooms. Your child’s teacher is responsible for the curriculum and activities until 11:30. Our after-school staff assumes their duties at that time, as we regroup for the afternoon. The number of staff members fluctuates with the number of children, but at all times we have at least two staff members on duty.

Our FT staff members meet the requirements of MSDE’s Office of Child Care. We are moving forward to have each of these staff members credentialed by the Maryland Child Care Credentialing program.

B3. What is the GROUP SIZE in the FT program?

Three adults are assigned to a group of up to 15 3-year-olds or 20 4-year-olds. During nap hours, we have up to 3 2-year olds, eight 3-year-olds and up to ten 4-year-olds with one adult.

B4. What is a TYPICAL DAILY SCHEDULE for a Full Time student?

7:30 – 9:00	Arrival time
9:00 – 11:30	School class time
11:30 – 11:45	Regrouping
11:45 – 12:20	Supervised indoor or outdoor play
12:20 - 1:00	Lunch
1:00 - 2:40	Sleep or quiet time
2:40 - 3:00	Snack
3:00 - 5:30	Supervised indoor or outdoor play/ enrichment activities

B5. What happens when the Preschool is closed for VACATION DAYS?

On vacation days we plan a relaxed time for our Full Time School children. We offer special activities and interesting cooking projects. Our FT staff members are responsible for planning and being on duty these special days.

B6. On ARRIVAL where do I take my child?

If you arrive between 7:30 and 8:30? All children must be walked into the building through the alley door to report to a staff member in the downstairs area.

If you arrive between 8:30 and 9:00: On school days, your child is to report directly to his/her school classroom. Children in 4-year-old groups may be dropped off at the alley door to come in by themselves. If your child is in a 3-year-old group, you must leave your car in an UNNUMBERED SPACE on the lower lot before the alley and bring your child in through the lower door to the classroom. On Full Time only days, please use only the alley door with the TPP canopy and walk your child to the classroom.

If you arrive after 9:00: All children must be accompanied to their group since the group may have left the classroom for some activity. We do not want a child coming into an empty classroom.

Signing-In Procedure: In order to comply with Maryland State Department of Education's licensing regulations it is necessary for you (or your designated sitter, grandparent, etc.) to sign your child into our school each morning and sign him out when he leaves. A clipboard with your child's name will be available in room 101 between 7:30 and 8:30. After 8:30 the sign-in clipboard will be in the school office, room 202. On these attendance sheets please note your child's arrival time, what time he is expected to leave and add your signature. When you leave in the afternoon, please note the time and, once again, add your signature.

B7. Where should I PICK UP my child?

You, or your designated adult (please do not send an older sibling under the age of 16 to gather your child), must walk in and pick up your child and his/her belongings. We generally merge the groups to the downstairs area, gym, or playgrounds around 3:00 p.m.

We NEED YOUR HELP to reinforce the following routines when you pick up your child in the afternoon. We strive to take excellent care of your child and we have routines and procedures (which your child will become familiar with) which can almost guarantee his/her safety in the alley, around the playground areas, as well as inside the building.

We never allow a child to walk up or down the alley or enter the building without an accompanying adult (with the exception of drop-off time in the morning when there is a "greeter" at the door (lots of adults about the landing.) In the afternoon, please do not let your child come into the building by him/herself to collect his/her belongings.

We never walk behind a car. When a child walks behind a parked car he or she is in the street!

We never allow a child to run ahead of the attending adult. We ask the children to walk beside us or between us when there are two adults.

We always walk close to the building when going up or down the alley.

We feel comfortable when teachers and parents are using the same ground rules for the children while at school. We appreciate your cooperation.

B8. What if my child is to be PICKED UP BY SOMEONE OTHER THAN A PARENT?

Please list "regular" pick-up people on your child's emergency card. Otherwise, we require a written note from you whenever you authorize another person (aged 16 or older) to pick up your child. Please advise this designated person that we will ask them for identification. We also need a note whenever a child is to go home from school with another child.

B9. What happens if I am LATE PICKING UP my child (after 5:30)?

When a parent is late a child almost always feels worried, hurt and/or abandoned. It is very important that you, or someone you designate, pick your child up by 5:30. We understand that unavoidable last minute things do happen and we recommend that you have a back-up person you can call on at the last minute if you are unable to be here by 5:30. Of course, please call and tell us who is coming in your place!

In instances when lateness does occur, our school's Board of Directors has given us the authority to charge late fees starting at \$10.00

B10. What should I know about LUNCH?

Eating a lunch prepared by you is a fun experience and a way for you to say "hello" to your child in the middle of the day. MSDE states that our beverage options at lunch are either milk or water. Fruit juices and other drinks require a doctor's prescription. Please include a disposable fork or spoon if needed. Please do not pack more than your child will eat for lunch.

We will refrigerate your child's lunch each morning. Before 8:30, please deposit your child's lunchbox in the appropriate container in the lower hallway. Between 8:30 and 9:15, there will be a container outside of your child's classroom in which to deposit the lunchbox. If you arrive after 9:15 (our last "lunchbox run"), please take your child's lunch to our refrigerator on the upper level and put it in the correct container. Please note that lunchboxes **WILL NOT BE REFRIGERATED AFTER LUNCH**. At pickup time, you will find your child's lunchbox in his or her bag.

B11. What will my child need for NAP OR REST TIME?

We provide a cot for each child. Your child will need an indoor type child-sized sleeping mat housed in a pillowcase. If a pillow is desired, please provide a travel-sized one. The sleeping mat will be sent home for laundering periodically. If your child needs a special stuffed animal to make his/her nap more comfortable, please send it along. We set aside 1:00 – 2:40 for rest, but the length of the sleeping time will vary with the individual needs of your child.

B12. What are the PAYMENT arrangements?

We do not send bills. Your first tuition payment was paid on March 1st of the past school year (or when you registered if after that date) and the 2nd tuition payment was paid on August 1st. A payment is due on the first of October and the first of each month after that. Please see your Tuition Agreement for specifics.

Parents Day Out

Some Additional Information

Contents:

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C1. What is PARENTS DAY OUT?

This program offers before and after school care on an occasional basis to the children in our preschool classes. During Parents Day Out hours those children in our 4-year-old classes will be grouped together on the upper level. Those children in the 3-year-old and 2-year-old classes will be grouped together on the lower level. During these hours the staffing ratio is approximately 6-9 children per adult.

C2. What HOURS are available in Parents Day Out?

Two year olds in the morning preschool may stay between 8:15 and 3:00. Others may stay between 7:30 and 5:30. **Parents Day Out runs on all days that the preschool is open.**

C3. What are the FEES for Parents Day Out and how are they paid?

Parents Day Out fees are due daily at a rate of **\$8.50** cash or 1 coupon per each time period. A book of 10 coupons may be purchased for **\$82.50**. **Parents Day Out fees must be paid weekly (in coupons or cash) and we will not keep a running tab of monies owed.**

7:30 - 9:00	2 coupons
8:15 - 9:00	1 coupon
11:30 - 12:20	1 coupon
11:30 - 1:00	2 coupons
11:30 - 3:00	3 coupons
11:30 - 3:45	4 coupons
11:30 - 4:30	5 coupons
11:30 - 5:30	6 coupons

C4. What should I know about LUNCH?

The children eat lunch around 12:20, mixing with friends from their morning classes. Eating a lunch prepared by you at home is a fun experience and a way of saying “hello” to your child in the middle of the day. We provide milk or water with lunch. Juices or other beverages require a prescription from your pediatrician. Lunches will be refrigerated only until lunchtime.

C5. What should I know about NAP OR REST TIME?

After lunch the children will have a quiet time relaxing on a cot. Please provide a beach towel for use at this time. Your child may bring a small stuffed animal to share this time with.

C6. Where should I PICK UP my child?

Until 3:00, four-year-old children will be upstairs in room 201; all other children will be downstairs in room 101. After 3:00, all children will be downstairs, in the gym, or on one of the playgrounds.

C7. How do I ARRANGE TO TAKE ADVANTAGE of Parents Day Out?

When you want your child to stay for these extra hours, all that is necessary is a written or verbal communication from you to your child’s teacher by 9:00 a.m. on that particular day.