



TOWSON PRESBYTERIAN PRESCHOOL

**Parent Handbook
2026–2027**



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 Director's office (just beyond room 203 on the 2nd level), the main office (across from room 201), call the school (410-337-2762), or e-mail us (towsonprespreschool@gmail.com). We promise you a speedy response!

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Part A General School Policies

A1. What are the school's GOALS, PHILOSOPHY and MISSION?

Our Mission at TPP, as a school accredited by the Maryland State Department of Education (MSDE), we believe that 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 education courses. Other staff members meet the requirements of MSDE's Office of Child Care.

A3. What is the average CLASS SIZE and how do we ensure all Students are Included?

In accordance with the Maryland State Department of Education Office of Child Care, our student-teacher ratio is:

2-year-old program	6:1/12:2
3-year-old-program	10:1/20:2
4-year-old-program	10:1/20:2

We strive for 12 to 16 children in the 4-year-old classes, 9 to 12 children in the 3-year-old classes, and up to 10 in our 2-year-old classes.

Towson Presbyterian Preschool works with local agencies and families to meet the unique academic, developmental, and/or healthcare needs of our students enrolled. If a family believes their child may have a developmental delay and/or disability, please contact your child's teacher(s) and they will help you to connect with the following resources:

- Children under 3: Maryland Infants and Toddlers Program, 443-809-2169
- Children 3+: Maryland Child Find, 443-809-3017

It is our practice to include students with disabilities as an equal part of our educational community. Service providers, both private and public, are welcome in our school to provide needed services in accordance with a child's IFSP or IEP. All efforts and reasonable accommodations will be made by the staff and the administration of Towson Presbyterian Preschool to meet the unique needs of all our students.

A4. What is a TYPICAL DAY like for students?

Elements of a typical day include free play/work time, snack time, story and group time, outdoor time, and music. 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 schedules in your child's classroom.

A5. What CURRICULUM do we use?

The Maryland State Department of Education (MSDE) mandates 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 practices and TPP's own curriculum. 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, therefore, every student is required to have a full Health Inventory completed yearly with up-to-date medical conditions and immunization records. As a privately-owned preschool, Towson Presbyterian Preschool reserves the right to deny enrollment with refusal to provide the required medical information.

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. For outdoor play, 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. For indoor play, our school boasts a large indoor gym which we use during inclement weather. In the gym we can use riding toys and scooters, our parachute, balls of all sizes, and we 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, 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. All children will be dropped off at the alley doors under the red school canopy. There will be one or two staff at the door until 9:00 to assist your child in getting to their room. You will be able to either scan the school's QR code for check in using our Brightwheel app or sign in on a paper/clipboard.

- If you arrive after 9:00:

You will need to park and use the alley door beneath the TPP canopy. Please use the "preschool" buzzer only. Someone will buzz you and your child in to go to their room. If they are on the playground, you may drop them off there. There will be a laminated copy of the school's QR code to use for Brightwheel app check in. 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 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. This can be with a written signature or with the Brightwheel app. A parent or sitter can be given a Brightwheel code to be able to check in/out your child.

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

Dismissal is from 11:30–11:45. All students will be dismissed through the alley door under our red TPP awning.

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 Form. Otherwise, we require a Brightwheel message or 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 they need 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 occasionally get lost or mistakenly taken home by another child. We strongly encourage you to label all clothing including shoes and boots.

We try to go for outdoor play every day. 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 they also need 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 do require children who are entering the four-year old classes to be completely toilet-trained prior to entering in September.

A12. What about TOYS FROM HOME?

We discourage children from bringing toys from home. Toys get broken, misplaced, or left at school 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 tote bag, which we provide, (no backpacks, please!) to carry home all their "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 weekly. We are limiting the fat, sugar and salt content in items served by our school. We monitor lunches provided by home and can supplement those meals if necessary 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. In order to help avoid any allergic reactions, food brought in to be shared in class must come from a retail source with ingredient labeling.

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.

****Please be aware there are many other diagnosed illnesses that circulate, and this is not a complete list.***

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 Brightwheel, email, or the telephone as a way to connect with you. Please inform us immediately of any changes to your contact information.

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.
- You have an open invitation to send a Brightwheel message, 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 assess a STUDENT'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 they use language to express themselves and their ideas, how they handle materials and equipment, how they engage 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.

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 they may engage in until they feel calm and are ready to be part of the original group again or give the child a "rest."

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, assessment, as well as other records are kept at school for two years after graduating or withdrawing from our program.

A25. What are the PAYMENT arrangements?

We do not send bills. Please see your tuition agreement for payment dates. You may make payments through Brightwheel or by check.

A26. What is the procedure for WITHDRAWAL?

Provided thirty days written advance notice is given, refunds for unused tuition will be decided by the Towson Presbyterian School Board. 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. Any withdrawal or dismissal will need the TPP School Board's approval to issue any refund.

A27. What about SNOW DAYS?

TPP follows Baltimore County Public Schools for closures, delays, and early dismissals.

If BCPS is:	Preschool is:	Extended Day is:
CLOSED	CLOSED	CLOSED
2 hours opening late	Opening at 9:30am	Opening at 9:30am
1 hour early dismissal	Regular schedule	Closing at 4:30pm
2 hour early dismissal	Regular schedule	Closing at 3:30pm

Please make sure you have arrangements in place in the event of any emergency closure, delay, or early dismissal!

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

If 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 through the Brightwheel app, phone, or email immediately.

A29. What is our PLAN IN CASE OF EMERGENCY?

Under the direction of MSDE's Office of Child Care we have developed 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.

"Evacuation to another site" will be put into place in the event that it is not safe for the children to remain at TPP. We will walk to the Orakawa YMCA located at 600 W. Chesapeake Ave., and you will be notified through Brightwheel, phone, or email. Please inform us 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 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 will complete all the requested paperwork from the new school.

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 in the identification of child abuse and are mandated reporters of 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 “Let’s Get Involved!” form which lists at least several 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 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 tuition is 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 at the end of each school year a survey is sent to each family asking for parental opinions about a wide range of topics concerning our school.

A34. 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.

Part B Extended Day

B1. What is the difference between the Morning Preschool and the Extended Day Program?

The Preschool classes are school programs approved by the Maryland State Department of Education. Our morning preschool programs meet from 9:00 until 11:30 on school days and your child will be assigned to a preschool classroom. The Extended Day Program includes the remainder of the day (7:30 – 9:00 and 11:30 – 5:30). 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. This crew is joined by the remaining school staff at 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 in attendance, but we have at least two staff members on duty in each classroom at all times.

All staff members meet the requirements of MSDE's Office of Child Care.

B3. What is the GROUP SIZE in the Extended Day program?

Two adults are assigned to a group of up to 10 2-year-olds, 18 3-year-olds or 20 4-year-olds.

B4. What is a TYPICAL DAILY SCHEDULE for an Extended Day student?

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

B5. On ARRIVAL where do I take my child?

- If you arrive between 7:30am and 8:45am: All children will be dropped off at the alley door and staff will be on hand to assist them to their rooms. Parents can bring their child in if desired through the alley doors. They will need to park on Highland Ave. in one of our head-in spots by the playground.
- If you arrive between 8:45am and 9:00am: All children must arrive through the alley door. All children will be dropped off at the alley door and staff will be on hand to assist them to their rooms. Parents can bring their child in if desired through the alley doors. They will need to park on Highland Ave. in one of our head-in spots by the playground.
- If you arrive after 9:00am: Please park on Highland Ave. in one of our head-in parking spaces and walk your child into the school through the alley door. Your child's class may have left the classroom for an activity therefore a parent or guardian is responsible for staying with your child until you find their class. We do not want a child to come 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 them out when they are picked up. A clipboard and a laminated sheet with the Brightwheel QR code will be available at the alley door, in each classroom, and on the playgrounds. When you leave in the afternoon please scan out using Brightwheel.

B6. 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 their belongings.

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) to assure their 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. In the afternoon, please do not let your child come into the building by themselves to collect their belongings.
- We never walk behind a car. When a child walks behind a parked car they are 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.

B7. What if my child is to be PICKED UP BY SOMEONE OTHER THAN A PARENT?

Please list all regular pick-up people on your child's emergency form. Otherwise, we require a Brightwheel message or 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 Brightwheel message or a written note whenever a child is to go home from school with another child.

B8. What happens if I am LATE PICKING UP my child (after 5:30)?

When a parent is late a child almost always feels worried, confused, or hurt. 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 or message through Brightwheel 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. There will be an additional charge of \$5 every 5 minutes thereafter.

B9. 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.

When they arrive, your child will place their lunchbox in the appropriate bin outside of their classroom and our staff will put the lunchboxes in the refrigerator for themorning. Please note that lunchboxes WILL NOT BE REFRIGERATED AFTER LUNCH. At pickup time, you will find your child's lunchbox in their tote bag.

B10. What will my child need for NAP OR REST TIME?

We provide a cot for each child. Your child will need an indoor child-sized sleeping mat housed in a bag provided to you. If a pillow is desired, please provide a travel-sized one. We will store the sleep bag at school for the week, and it will be sent home for laundering every Friday. If your child needs a special stuffed animal to make their 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.

B11. What are the PAYMENT arrangements?

We do not send bills. Your first tuition payment is due on March 15th, which is a non-refundable payment. Your second payment is due August 1st. After that, payments are due on the first of each month continuing through April.

Part C Parents Day Out

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. Children will be placed in age appropriate classrooms.

C2. What HOURS are available for Parents Day Out?

Students enrolled in the Morning Preschool Program may stay between 8:15 and 3:00 pending availability.

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

Parents Day Out fees will be billed monthly through Brightwheel.

7:30am - 9:00am	\$20/day
8:15am - 9:00am	\$10/day
11:30am - 1:00pm	\$20/day
11:30am - 3:00pm	\$30/day

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 nap mat or a beach towel for use during this time. Your child may bring a small stuffed animal for comfort.

C6. Where should I PICK UP my child?

You can pick up your child through the alley door. Ring the TPP bell!

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 Brightwheel message or verbal communication from you to your child’s teacher or director by 9:00 a.m. on that day. The earlier we know the easier it is to make the accommodation. You may not use PDO on days that you are not currently enrolled as we do not offer drop-in care.

Maryland Civil Rights Compliance

It is the policy of the State of Maryland that all public and privately-funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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 Towson Presbyterian Church Property Manager, Kathryn Bojanowski, 410-823-6500.

Statement of Teacher Credentials

School Year 2026 – 2027

Abts, Margaret

- Bachelor of Science degree in Computer Art from Towson University, Early Childhood 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 the 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.

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 from Community College of Baltimore County.

Starkey, Jennifer

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

Turner, Chyanna

- Associate of Arts degree in Early Education from Harford Community College, currently pursuing Bachelor of Arts degree in Early Education/Special Education at Towson University, and member of Kappa Delta Pi.

Administrative Head

June Bennett

- Artium Baccalaureus degree in in English from Dartmouth College, Master of Education degree from Goucher College.

Towson Presbyterian Preschool Board of Directors

For a list of the current board members, please contact TPP Director June Bennett, towsonprespreschool@gmail.com, 410-337-2762.