Parent Handbook

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Bel Air, MD 21014
www.fppsofbelair.com
Preschool Landline - (410) 399-9678
Website: www.fppsofbelair.com
Email: directorfpps@gmail.com

FIRST
PRESBYTERIAN
Preschool

Welcome

We are very pleased to welcome you and your child to the First Presbyterian Preschool (FPPS)! FPPS is led by the First Presbyterian Preschool Board and operates as an outreach mission of the First Presbyterian Church of Bel Air, with three voting members. We are looking forward to working with your child, sharing wonderful experiences together and positively impacting their life.

This handbook is to provide you with an outline for the upcoming year, as well as inform you about our policies, our school's mission and philosophy and point out areas of general information that will be of interest.

Our program has been carefully planned to enhance the learning and growing of each individual child in a pleasant and creative way. Your child will be an important part of a loving atmosphere. This atmosphere will guide the learning experiences as our children discover more about themselves and the world around them.

We look forward to sharing with you the growth your child experiences during the coming year and we appreciate your cooperation with us.

Sincerely,
The Staff and Board Members of First Presbyterian Preschool

Mission Statement

Our mission is to nurture the growth of children and their families by providing an environment that will enrich them spiritually, intellectually, physically, and emotionally.

Philosophy

First Presbyterian Preschool is an educational outreach of First Presbyterian Church. We believe that each child is a unique creation of a loving God. Our primary objective is to offer children the freedom to grow, to learn, and to develop spiritually, socially, emotionally, intellectually, and physically in ways which will enable them to grow into more mature persons.

Realizing that family is the first and most significant arena for education, our preschool experience is intended to be a resource for, and an extension of, this primary relationship.

We offer education, with a non-denominational approach, intended to nurture children in growth in every area of their lives. The experiences of each child's school day are under the guidance of dedicated and committed teachers, who seek to mediate the love of God for each child through personal, caring relationships.

Children will be challenged to explore the academic basics suitable to their age level; to discover their own unique personality, talents, and strengths; to experience the balance between freedom and responsibility through living in the microcosm of the preschool community; to develop health, growth, and preparation for entry into elementary school education.

We encourage discussion and open sharing of information regarding the operation of the school so that the school and parents will develop a partnership in the task of enabling our children to achieve significant growth in all areas of their lives.

First Presbyterian Preschool is open to all children without regard to race, sex, creed, or ethnic origin.

Teaching Staff, Voting Board Members, & Emergency Phone Numbers

Teachers

Amy Allman……..…….Lead Teacher
Jill Botteon……Assistant Teacher
Leslie Kaloostian……..Director
Dawn Kraft……Assistant Teacher
Alyse McHlinney……..Assistant Teacher
Pamela Nixson……..Assistant Teacher

……..Assistant Teacher
Catherine Ryan…….Lead Teacher
Kellie Weygant……..……Lead Teacher

Board Members

Christina Bieganski……..……..President
Christina.Bieganski@gmail.com
Barb Crump…….……Treasurer crumpgirl@gmail.com
Elizabeth Henry……..…….……..Secretary
leaguee3@yahoo.com

Emergency Phone Numbers

Church Office: (410) 838-5777
Leslie Kaloostian, Director: (410) 399-9678
Christina Bieganksi, Board President: (443) 994-4746

Director's Office Hours:

Please know that my door is always open, and I personally feel that communication is our biggest asset as we partner with you to educate your child. You are welcome to call or see me at any time. I work 25 hours a week and will have regular office hours Monday through Friday from 9:00 a.m. until 2:00 p.m.

We wish you and your family the best in the upcoming school year. Again, we are so excited and honored to be working with your children. Your feedback is crucial to not only the development of the children but to the development of our program and our school. We welcome your ideas, comments, and suggestions any time and thank you for your support.

Program/Curriculum

We are continually striving to improve our program and we stay in close touch with the county administrators with what is required for full day kindergarten. We use the Maryland Early Learning Standards to guide our curriculum. The 3 year old classes use the Frogstreet Curriculum for 3's and our 4's classes use the Kaplan curriculum. Our teachers use the class interests and strengths to help plan meaningful and exciting lessons for their classes. Teachers use consistency to teach classroom routines and build early learning skills. Children

learn in small and large group settings as well as 1:1 and through a variety of play activities. We believe that learning should be a positive hands on experience for the students.

Students will practice transitions through their day and will participate in specials while at our school. Our Specials include Chapel, Gym, and Library. Gym class will last approximately 30 minutes and will consist of specific large motor scheduled activities. On our Library days, parents are invited to share a few of their favorite stories with the children. We are also very excited to present a special Reading Program. The children will have a chart to track their reading progress and if you read 10 books to them each month, they'll receive a certificate at the end of the month. Additionally, at the end of the year, if they participated in the program each month, they will receive the benefit of choosing a free book. It is our goal to provide these "Specials" to more fully prepare your child for the transition into elementary school.

Daily Schedules

3 Day 4 year old Class
9:00-9:35- Hand washing, morning routines, arrival and make up work, busy boxes and free play
9:35- 9:55 Circle Time
9:55-10:15- Gross Motor or outside play
10:15-10:25- Bathroom and washing hands
10:25-10:45- Snack/Book Time
10:45-11:25- Small group work (Children will rotate between educational thematic activities and Centers.)
11:25-11:30- Closing time and Dismissal

Kindergarten Readiness Class
9:15-9:45 Hand washing, morning routines, arrival/ make up work and Free Play
9:45-10:15- Circle Time
10:15-11:00- Table Top learning and centers
11:00-11:20- Snack
11:30-12:00- Gross Motor or outside Play
12:00-12:30- Teacher Choice
12:30-12:40- Bathroom and washing hands
12:40-1:30- Lunch time followed by clean up and Book and Belly Time
1:30-1:40- Circle Time
1:40-2:10- Table Top Learning and centers
2:10-2:15- Closing and Dismissal

3 year old Classes
9:00-9:20-Arrival time, question of the week, busy bags or Whole Group Activity
9:20-9:40- Music and Movement, Circle, story or Character-Building Lesson
9:40-10:00- Large Group Activity
10:05-10:25- Gross Motor or outside play
10:25-10:50- Bathroom, washing hands and snack
10:50-10:55- Pack up folders and bags
10:55-11:25- Table Top Learning and Center Time
11:25-11:30- Closing and Dismissal

Prep Class
9:00-9:30- Arrival, Morning Routine and Centers
9:30-9:45- Circle Time, Music and Movement, Story, Activity or Game that Coordinates with the Story
9:45-10:05- Large Group Activity
10:05- 10:25- Bathroom, washing hands and snack
10:25-10:30- Pack up, Finger Play/Songs and Dismissal for PREP students

After Thanksgiving Break, the Prep class will go to school until 11:30 and they will follow the 3-year-old schedule.
10:35-10:50- Gross Motor or outside play
10:55-11:25- Table top learning and Center Time
11:25-11:30- Closing and Dismissal

We will have gym class, library, and chapel each month, on these days, the schedule will be adjusted.

Financial Information

Tuition:

Pre-K PREP	*$1,710.00 per year
(2 days/week)	* May be paid in advance in one payment for a 5% discount.
(Tues.& Thurs.)	*Or 9 monthly installments of **$190.00/month**

September - November the class time is 9:00-10:30; December - May the time class time is 9:00-11:30
Maximum of 10 students in this class. Pay in full and save $85.50, making the annual tuition $1,624.50.

Three Year Olds	* $1,800.00 per year
(2 days/week)	* May be paid in advance in one payment for a 5% discount.
(Tues. & Thurs.)	* Or 9 monthly installments of **$200.00/month**
9-11:30 am	

Maximum of 15 students in this class. Pay in full and save $90.00, making the annual tuition $1,710.00.

Three Year Olds	* $2,025.00 per year
(3 days/week)	* May be paid in advance in one payment for a 5% discount.
(Mon., Wed. and Fri.)	* Or 9 monthly installments of **$225.00/month**
9-11:30 am	

Maximum of 15 students in this class. Pay in full and save $101.25, making the annual tuition $1,923.75.

Four Year Olds	* $2025 per year
(3 days/week)	* May be paid in advance in one payment for a 5% discount.
(Mon.,Wed. and Fri.)	* Or 9 monthly payments of **$225.00/month**
9-11:30 am	

Maximum of 15 students in this class. Pay in full and save $101.25, making the annual tuition $1,923.75.

Kindergarten Readiness Class (9:15 am-2:15 pm) This is an extended day program for our 4-year-olds.

Four Year Olds	*$4,500.00 per year
(**5 days extended class**)	* May be paid in advance in one payment for a 5% discount
9:15 am-2:15 pm.	* Or 9 monthly payments of **$500.00/month**

Maximum of 20 students in this class. Pay in full and save $225.00, making the annual tuition $4,275
For the 2026-2027 School Year There will only be a 5 day option

First Payment: The first tuition payment, September's payment, was paid in advance at the time of registration and is non-refundable.

Registration Fee $100.00 and non-refundable.

Late Fee ***$1.00 per minute of lateness at dismissal will be assessed.***
Please be sure to be on time for pick up as well as drop off.

Tuition Payments: Tuition payments are due on the first day of each month. If payment is not received by the tenth of the month**, a late charge of 10% of the tuition payment will be applied to the account**. There will be a $25.00 fee for any check returned for non-sufficient funds. If your account is delinquent for more than 30 days and there has been no communication with the Director regarding tuition payment, the Board reserves the right to terminate your child's enrollment.

Our preschool uses the ProCare app to manage tuition payments. Each family will receive an invitation to create a ProCare account, and a monthly invoice will be sent through the app. ProCare offers three convenient payment options: ACH (automatic bank withdrawal), credit card, and debit card. There will be a $1 ProCare fee to each monthly payment to account for the processing fees.

No deductions are allowed for any absences as expenses are incurred whether the child is present or not.
Refunds and Withdrawals: A 30-day written notification is required to withdraw a student. Refunds of tuition payments will be at the discretion of the Preschool Board. Tax identification number will be furnished by the director upon request.

Discounts: *A 10% discount will be given to families with more than one child enrolled. The discount will be deducted from the second and third child's tuition only. This discount is also applied to preschool board members.
*A 5% discount is offered to those families who pay the entire year's tuition in one lump sum up front. This discount will be applied until the first week of school.
*A 5% discount is offered to those families who are also church members of First Presbyterian Church.
Please contact the director if you would like to serve on the preschool board.
Only one of these discounts may be used.

Tuition Payment Schedule

Payment 1- At the time of registration
Payment 2- September 1st
Payment 3- October 1st
Payment 4- November 1st
Payment 5- December 1st
Payment 6- January 1st
Payment 7- February 1st
Payment 8- March 1st
Payment 9- April 1st.

Enrollment & Termination/Withdrawal

Enrollment: Students currently enrolled in the school and their siblings have first priority for enrollment in the upcoming school year. At the time of registration, the $100.00 registration fee, first month's tuition (both of which are non-refundable), and registration form must be submitted. Church members are also given priority

after students currently enrolled and their siblings. An open registration for the general public will begin after our priority registrations take place.

Termination/Withdrawal: Parents may withdraw their children for any reason by giving one (1) months' notice, in writing, to the Director. Tuition is non-refundable unless extenuating circumstances are reviewed and approved by the board. The preschool may terminate a child's enrollment, regardless of age, if in the opinion of the teacher, the Director, and the Board that the child, and/or the child's family is judged to be detrimental to the purpose and program of the preschool, or if the child is not socially, emotionally, or physically ready to participate in an organized program of activity. A child's enrollment may be terminated for negligence of payment, pending board approval.

School Delayed Opening & Closing Policies

Inclement Weather Closing Policy: School will be closed due to inclement weather when Harford County Public Schools are closed. We will follow the delayed opening schedule as follows:

2 Hour Delayed Openings:	AM Classes: 11:00 - 12:30 (no snack)
	K Ready: 11:15 – 2:15 (Please pack a lunch)
3 Hour Delayed Openings:	AM Classes: Closed
	K Ready: Closed

Teacher In-Service Days: As we follow the Harford County School Systems calendar, we too, are closed on days the county is closed for In-Service Days.

Early Dismissal Days: For the convenience of our staff and for our parents with children in the county schools, please note: **We will be following the early dismissal days that the county has scheduled once per month on the calendar as follows:**

AM Classes:	**9:00 – 10:30 (no snack)**
Kindergarten Readiness class:	**9:15-11:45 (no lunch)**

Please also remember that we will complete the entire academic day on early dismissal days, we just miss snack time and outside recess time.

School Calendar: We will provide you with a school calendar for the entire year as well as a monthly calendar from your teacher reminding you of openings/closings, themes, units, field trips and specials. Keeping in mind that we follow the Harford County Calendar with the exception we start after Labor Day and end around Memorial Day.

What to Expect

Three Year Olds

Socialization is one of the main objectives for our three-year-olds. Having children learn to get along with

others in both small and large group activities as well as in one-to-one interactions, sharing, and showing interest and caring for other children are all important components of the socialization process. At the beginning of the school year, we will spend a lot of time learning routines, group behaviors, and safety rules of the classroom as well as following simple one or two-step directions. Children will be given opportunities to express themselves creatively during play, work, and art activities. They will also be allowed to choose from several activities and/or tasks which are an extension of the day's learning. Although we will work on color, number, and shape concepts constantly, we will have specific color, number and shapes with related activities and homework assignments. During these color days, it would be great if you could reinforce the color day by dressing your child in the color for the day. We will also be incorporating lessons from the Frog Street 3's curriculum and age-appropriate lessons will be created using the Maryland Early Learning Standards.

Four Year Olds

Learning and practicing effective peer interactions and socialization is still very important, but we also stress increasing independence and the acquisition of readiness skills. We will work on following class rules and learning to follow several-step directions. Students will also learn and reinforce effective group behaviors such as raising hands to contribute to group discussions, waiting turns, and increasing listening skills and attentiveness to the reader, speaker, or discussion.

Opportunities to learn and reinforce readiness skills as children work independently, or in small groups, will be provided daily. Teachers will facilitate learning tasks that focus on Science, Technology, Engineering and Mathematics skills throughout the day. Beginning reading readiness skills will be acquired through letter and sound recognition activities and practice. We will have assigned letter days at the beginning of the week and will continue to work on the related concepts throughout the week for this letter ending in a special show and tell session for the students to enjoy pertaining to the letter.

Color, number, shape, and math concepts will be reinforced and practiced daily as they are integrated into the day's theme and learning activities. The Kaplan 4's curriculum will be used in the classrooms and age-appropriate lessons will be planned using the Maryland Early Learning Standards. Emphasis on these readiness skills will increase your child's ability to enjoy learning, gain knowledge, experience preschool success, and enjoy continued success in kindergarten.

Social Development	**Emotional Development**
Get along with others	Develop Confidence
Share and take turns	Develop positive self-concepts
Problem solve	Develop self-control
Listen to others	Accept responsibility
Follow Rules and directions	Try new things
Spiritual Development	**Intellectual Development**
Develop an awareness of others Develop positive attitudes Develop a strong moral compass	Develop math concepts Develop an appreciation and enjoyment of art and music

Learn compassion towards others	Develop reading and writing concept skills
Physical Development	Develop concepts of science and social studies
Develop fine motor skills	
Develop gross motor skills	

Progress Reports & Assessments

Although evaluation and assessment of each child's progress is ongoing and can be noted in your child's daily learning tasks, a comprehensive progress report will be sent home for each child in November and then again in the spring. In addition, parent-teacher conference days will be included in the calendar so that parents and/or teachers may request or schedule a conference to review a child's progress. ***If, however, at any time you feel that a conference is necessary, please discuss this with the teacher.***

Maryland State Department of Education has implemented a new State regulation for all children in regulated care and early childhood educational programs. Beginning July 1, 2016, all children up to kindergarten entry attending regulated care and early childhood educational programs will need to have a developmental screening conducted.
Developmental screening is a brief method completed by a parent or caregiver to quickly identify a child's progress through foundational early childhood developmental milestones. A child's development can be measured by how a child learns, speaks, moves, behaves, and relates. Skills such as smiling, waving, and talking are developmental milestones. Results from developmental screenings indicate which children would benefit from a full evaluation and assessment. Children who receive early intervention services generally do better in the long term than those identified later. Upon completion of the screening, we will meet with you to discuss the findings and whether a referral to another agency for further evaluation is necessary.
Children aged birth – 36 months will be required to have two screenings per year. Children aged 37 months – kindergarten entry will be required to have one screening per year. Parents should consider this process as part of required documentation for the child to attend our or any other licensed childcare program in the state.
The screening tool our program will use is called Ages and Stages Questionnaires or ASQ-3.
This will be sent home at the Meet and Greet. Parents will fill out this survey and we will use this tool to help us better serve your child.
Please contact the director if you have any questions.

Communication & Parent Involvement

We will be providing you with class lists, school calendars and other important information through your child's folder. In addition, we provide email updates and communicate using the Procare app. Electronic versions of forms can be found under the "Documents" section of the app. Teachers will send home weekly newsletters and a monthly calendar detailing what we'll be working on throughout the month.

We greatly appreciate your support and welcome your input! Your ideas and feedback are what helps to make a great program even better! We have several areas of involvement available to our parents and look forward to working with you on these programs. We'll be sure to provide you with a sign-up sheet for areas that we need your help.

Potty Training

As a reminder, it is the school's policy that all children be potty trained before attending school. We understand, however, that accidents do happen. If this occurs, we will contact you immediately to come and change your child. If, however, accidents happen very frequently and become disruptive to the child and/or the classroom, we will contact you about terminating your child's enrollment. This, of course, would be the last alternative.

Health and Safety

Please do not send your child to school if he/she is unable to participate fully in all activities. For your child's protection, as well as the protection of others, please keep him/her home if these conditions are present:

• sore throat	• stomach pain
• 24 hours after a fever	• Diarrhea • 24 hours after vomiting
• rash	• first 24 hours on a new medication
• discharging eyes	

Children must be fever free for 24 hours, without the use of medication, before returning to school. Please contact the teacher immediately if your child has contracted a contagious disease (chicken pox, pink eye, etc.) Please send in a note if your child is absent for three or more days.

Apparel

Please dress your child in comfortable play clothes appropriate for the weather and appropriate for lots of art activities. Learning and play can get messy especially during art projects. Regarding shoes, please be sure to send your child in rubber soled enclosed shoes especially for outside play on the mulch as well as for gym class. Sandals, flip flops and even crocs attract the mulch and do not always stay on our feet.

When sending coats, hats, mittens, etc., please be sure to label all items.
If your child is still new to using the bathroom, please send them in clothes that allow them to independently put their clothes on after using the restroom.

Students must have a backpack large enough to carry important papers home each day. Please be sure to label all items.

Physical Fitness

We keep the kids moving throughout the day. Whether they are dancing to their morning songs or hopping out the dates on the calendar, we encourage the children to be physically active. Children will have time on the playground each day, as long as the weather permits. In the event of bad weather,

they will be doing movement activities in the classroom. We also have gym classes once a month so please send your child in appropriate clothing for these days.

Nutrition Policy

Health Forms must be submitted before the start of each school year. It will be determined if the classrooms have any allergies, and the families will be notified of any classroom modifications. Families are responsible for sending in a nutritious snack and drink for their child each school day. There will be no snack on delayed openings, early dismissals, and birthday/class celebration days.

Snacks will be monitored to ensure the safety of the students. Please do not send in any nut products for classrooms labeled "nut free." Please do not send in any dairy products, as we do not have a refrigerator to keep them cool.

Our Kindergarten Readiness Class will eat lunch at school each day. Please be sure to pack a nutritious lunch. Parents may send an icepack in their child's lunch box and dairy products are allowed for lunch time in the Kindergarten Readiness Class.

Snacks for this class will be provided by the parents.

Snacks

A snack time will be enjoyed by your child each day unless we have a delayed opening from Harford County Schools or on Early Dismissal Days. The Kindergarten Readiness class will have a snack on the early dismissal days and will have lunch on late opening days. This is a time for your child to take a break and socialize with their friends. ***However, please do not pack an excessive snack for your child, please keep it small. Please also keep in mind, we are required to throw away any uneaten snacks and will not be sending it back home***. Also, please **DO NOT** send any milk for snack time. Their snacks will remain in their lunch box in their cubby until snack time and will not be refrigerated. We encourage juice boxes and spill proof thermoses. We will keep you posted when we are celebrating a Birthday Snack which is when you will not need to send in a snack as it will be provided for the class by the Birthday Child. All summer birthdays will be celebrated in May.

All classrooms will begin the year as "nut free" until all the health forms have been submitted. If there are no allergies in the room, students may be able to bring in nuts. The classroom teacher and director will let parents know if they can send in nut products. This decision will be on a class-by-class basis.

Lunch

Our Extended day class will be eating with their teacher during the school day. Please send in an ice pack for anything that needs to be kept cool, as we will not have access to a refrigerator. Please do not send in nut products unless it has been determined that there are no nut allergies in the classroom.

Discipline Policy- Positive Behavior Practices

All children will be instructed as to acceptable behavior. This will be reinforced frequently throughout the class routines. Positive behavior will be rewarded with praise, stickers and good behavior charts. Should a child demonstrate unacceptable behavior, the teacher will help the child by working through the behavior and labeling the feeling. We will work on redirection, as well as role playing on different ways to handle any situation. Positive guidance will be used, and the child will have the opportunity to make choices throughout the day. The child will be given chances to choose which center, friends, and toys they wish to use.

If a distracting behavior continues, the student will be given choices as to how to handle the situation. "Would you like to share the toy, or would you like me to put it away?" The child will learn that their choices can help to control the outcome. If redirection is not successful, the child will be asked to take a time out in a quiet spot by him/herself and be removed from the immediate situation. The child will then be given an alternate activity to engage in. Should a child continue unacceptable behavior, the teacher will contact the parents and request a conference. First Presbyterian Preschool will offer parents guidance to assist with what is best for their child. We have many ways to reward positive behavior through individual and group incentives.

Threatening or intimidating behavior by students or family may be asked to leave the premises immediately. Depending on the severity of the incident, the preschool may suspend or terminate a family's enrollment, prohibit future access to the facility, and contact appropriate authorities as mandated by Department of Education.

Inclusion Policy

First Presbyterian welcomes all types of learners, and we will look at the individual needs of each child. When appropriate, reasonable physical accommodations may be made to both the environment and to the curriculum. We are open to collaborating with specialists and having them in our classroom to help to provide the best educational experience for our students, but we cannot provide 1:1 service for a child. If a student has an IEP or IFSP, we would like a copy so that we can help the student accordingly.

"It is the policy of the State of Maryland that all public and publicly 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."

School Safety

The safety of the children at the preschool and their siblings is of utmost importance to us. We are asking your help in making sure optimal safety is achieved. Please assist us by following the policies listed below.

Playground - We here at First Presbyterian Preschool place a lot of emphasis on the safety and wellbeing of not only our students, but of siblings as well. ***Therefore, our playground will remain closed for use other than our students during our school day***. We thank you for your understanding and cooperation in this matter.

Locked Doors/Doorbell - The doors of the preschool will be locked, and students will be greeted and dismissed by the teachers by the exterior doors. A doorbell is located on the outside of each entrance to the school. If you arrive late to school or need to pick up your child early, please use the doorbells to alert us of your arrival. Any parent who is volunteering should ring the doorbell and a member of the staff will let you in.

Siblings - When picking up or dropping off your child, please ***DO NOT leave any child unattended in your car.*** If you have a child in your car who is sleeping or you do not wish to take him/her out of the car, please make sure that you ask another adult to watch that child until you return. State law does not allow any child under the age of 8 years to be left unattended. By law, we are required to call the authorities if you leave your child in the car unattended. ***Also please keep siblings with you at ALL times while in the preschool. We cannot allow any child to roam in the hallways or bathrooms unattended. We encourage you to teach siblings respectful behavior while visiting school.***

Another Adult to Pick Up Your Child - A written note (and photo id) is required for someone other than a parent or authorized person (on your emergency card) to pick up your child.

Entry/Exit Procedures - When bringing or picking up your child to and from class, please be sure to use the door that is assigned to your child's class. Once the door to the school is open for the class to enter, please say goodbye to your child outside and let them enter the school. This helps to assist us in getting our day started a little more smoothly. It also allows your child to be more independent with their morning routines. During pick up time, please wait outside of your child's door. Once it is dismissal time, the teacher will open the door and dismiss each child individually to the parent or authorized pick-up person. Your child will already have their backpack and coat on at this time. ***Please do your best to adhere to our drop off and pick up times and be prompt. A late fee will be administered of $1.00 per minute of lateness.***

Parking - Unfortunately, parking continues to be a challenge for us at the preschool. Parking is available to us around the playground and alongside the preschool building. We can also park along the curb on Broadway and sometimes have the availability of parking in the Funeral Home parking lot (if there are no funerals going on at that time*).* ***We are not permitted to park in any of the Harford Mutual Insurance Company spots.*** We appreciate your attention to this matter as well and apologize for any inconveniences this causes.

Fire Drill - We will hold monthly fire drills for each class which we will record on a fire drill log.

Emergency Drill- We will hold emergency drills 2 times a year within the school building. Students will learn

the importance of being good listeners and following directions.

Neglect/Abuse - The staff of First Presbyterian Preschool are bound by regulations by the Maryland State Dept. Of Education, Office of Child Care, to report any suspected abuse and/or neglect of a student and/or siblings directly to Child Protective Services.

Loitering - Due to liability issues for the Church, we cannot have play dates occur on the church's property after pick up and drop off times (like the grassy area at the parking lot and, of course, the playground). Don't forget, however, there are several public playgrounds that are very close to use for these fun get together times.

Miscellaneous Items

CODE of Maryland Regulations
MSDE Code to Regulated Child Care

Supply Donations - We are very appreciative of all supplies which you can help donate to our school!!

Folders - ***Please be sure to check and clean out your child's folder regularly.*** This is one of our main vehicles of communication. In it you'll find homework assignments, completed work or art projects, memos or newsletters, permission slips, etc. We cannot emphasize enough how important it is for you to review this folder. We appreciate your efforts in this area!

Field Trips - Occasional field trips will be planned. Parents will receive as much advance notice as possible as well as a permission slip detailing the trip and any costs necessary. ***Permission slips must be signed if the child is to go on a class trip***. Field trips require a parent or guardian to accompany each child and will be in place of class on the day scheduled. Children must be in car seats as required by state law.

Personal Items - Please do not allow your child to bring in special personal items from home such as "binkies" or pacifiers, dolls, teddy bears, cars, etc. We have found that these comfort items can become a distraction when left in their cubbies in the classroom. NO chewing gum is allowed, and food is to be eaten at snack time only.

Show and Tell - Please be sure to check your monthly calendars for instructions on our regularly scheduled Show and Tell Days. This is such a great time for your child to share with the group and a great way for you to be involved in the assignment with your child.

School Pictures - We will advise you when our School Picture Day takes place. Usually, these are done in the Spring and graduating 4-year-old students will get cap and gown pictures taken.

Solicitation - No solicitation is allowed. No newspapers, books, brochures, or any type of printed matter are to be distributed to the children without permission from the director/teacher.

Graduation - We will have a very special graduation ceremony and celebration at the end of the year for **ALL** of our four-year-old students together. The students love this very special day which is designed for them and is

all about them and is the highlight of our year(s) together. It is a fun family time filled with lots of memories. Please keep in mind that a lot of planning goes into this occasion which includes the reservation of the use of the church's facility as well as the assistance of the CREW from the church to aide in the parking as well. Separate class graduations are just not feasible considering the involvement of the church and church staff members.

Parents Are Role Models

Good role models of our students:

1) Respect First Presbyterian Preschool's mission and philosophy of promoting Christian Education and support the guidelines of the Parent Handbook.

2) Speak about the school and the staff in a positive way on school grounds, in the hallway and away from the school as well as online.

3) Approach teachers with respect and be sensitive to staff needs and workloads as well as work hours.

4) Schedule appointments to communicate problems or concerns in their early stages, following the designated line of authority, to the appropriate person(s), (Teachers, Director).

5) Are good examples in words and actions in front of their children and other children. Encourage the child(ren)'s respect for the teachers, the school, their friends and other fellow parents.

6) Set realistic goals for their child(ren) and take an active role in his/her learning.

7) Are responsible for bringing their child(ren) to school on time, having them classroom ready, and picked up on time.

8) Are encouraged to be involved in supporting the school by either sending donations, assisting as a volunteer, or other roles as deemed necessary.

9) Dress according to school standards when on school grounds, in the building and on field trips.

10) Meet tuition and all other paperwork obligations promptly.

11) Keep all siblings with them at all times while on school grounds and in the school facility.

The children will reap the benefits!

Courage.....Self Respect.....Honesty.....Faith.....Love

"Train up children in the way they should go and when they are old, they will not depart from it."

Proverbs 22:6

Parent Handbook Receipt & Acknowledgement Form

I have read the parent handbook and understand the school's policies and procedures. My signature means that I will follow the guidelines set forth in this manual to the best of my ability. My initials next to each category confirms that I understand, acknowledge, and will follow the guidelines set forth for each category:

Category	Initial
Welcome	
Mission Statement	
Philosophy	
Teaching Staff & Emergency Phone Numbers	
Director's Office Hours:	
Program	
Daily Schedule	
Financial Information	
Enrollment & Termination/Withdrawal	
School Delayed Opening & Closing Policies	
What to Expect	
Progress Reports & Assessments	
Communication & Parent Involvement	
Potty Training	
Health Notes	
Apparel	
Nutrition Policy	
Discipline Policy	
Inclusion Policy	
School Safety	
Miscellaneous Items	

_____ _____

Parent Name (print) Date

_____

Parent Signature

_____ _____

Student Name (print) Class/Teacher Name

Please View the Handbook online at www.fppsofbelair.com ,email or by using the QR code and then Return this page to school in your child's folder