***HAVENWOOD PRESCHOOL***

**“A Maryland Accredited School”**

**Celebrating over 60 Years of**

**Quality Kindergarten &
Preschool Education**

***PARENT HANDBOOK***

***100 E. Ridgely Road***

***Lutherville, Maryland 21093***

***410-252-5420***

[***www.havenwoodpreschool.org***](http://www.havenwood.org/preschool)

[***www.facebook.com/havenwoodpreschool***](http://www.facebook.com/havenwoodpreschool)

[***www.twitter.com/havenwoodpeschool***](http://www.twitter.com/havenwoodpeschool)

***Revised January 2024***

***Susan Riegger - Director***

***PARENT HANDBOOK***

**I. Philosophy of Havenwood Church Preschool Center**

 Havenwood Church Preschool Center prepares preschool age children for the transition from parental supervision to the formal educational environment.

 Students function in a routine setting within the guidelines of a loosely structured program. Each child is exposed to all phases of academic readiness through many diversified activities which include arts and crafts, stories, fingerplays, science projects, cooking experiences, music, dance, games, and outdoor play. These activities contribute to a full and rewarding day. Many worthwhile in-house field trips and several cultural events are offered for enrichment.

 The Preschool Center emphasizes the abilities of the individual student and the development of such by providing an atmosphere in which mutual respect, support, a gentleness of the spirit, and genuine nurturing can flourish. A close relationship among parent, child, and school is encouraged through collaboration, communication & participation in daily classroom activities. Havenwood accommodates parental relationships by offering translation services, flexible conferences and frequent communication.

 The primary goal is to create a child-oriented program geared to increasing the child’s awareness, encouraging a positive self-concept, and instilling a love of learning through his own creations, imagination, and thoughts. Equal importance is given to social, emotional, physical, and cognitive growth. This is accomplished in the relaxed and friendly atmosphere of the church building, where each member of the staff has a true love of children and the desire to open the world of knowledge to them. Staff development is a continuing focus of the Havenwood Preschool’s program, enabling teachers and assistants to attend workshops and conferences in order to provide comprehensive learning experiences.

**II. Havenwood Church Preschool Center Charter/Mission**

Havenwood Presbyterian Church sponsors a Preschool Center within the church facilities. Hours of operation shall be determined annually, but the school year schedule shall be concurrent with the Baltimore County Public Schools.

 The Preschool Center prepares preschool age children for the transition from parental supervision to a structured school environment. The Preschool Center operates in an atmosphere of basic Christian concepts to promote a simple faith and trust in God and acceptance to all cultural and community diversity.

 Curriculum will be approved by the Havenwood Preschool Center Council of the Havenwood Presbyterian Church annually. The Havenwood Church Preschool Center Council will act in an advisory capacity to the Preschool Center director and assist in formulating Preschool Center policies and procedures. The director of the Preschool Center will meet with the Havenwood Church Preschool Center Council monthly during the school year.

 The Preschool Center director will employ qualified teachers for teaching and supervising the children. The director will be responsible for assuring that both the required number of teachers are in attendance and classroom sizes are complying with license regulations. Havenwood Presbyterian Church will assure that adequate insurance protection is provided, the cost of which will be borne by a portion of the plant expense fee paid to the church by the Preschool Center. Registration and tuition fees will be determined annually by the Havenwood Church Preschool Center Council. Day to day operation of the Preschool Center (such as tuition, fee refunds, parent-teacher meetings, and individual parent conferences) will be governed by the Havenwood Church Preschool Center Policy and Procedure Manual.

 Individual contracts, confirming the terms of employment, are signed by the Preschool center employee, Preschool Center director, and designated member(s) of the Havenwood Presbyterian Session. The Preschool Center director will meet annually with the Havenwood Church Preschool Center Council to determine the following years church plant expense. Determination and approval of the fee shall precede final approval of the Havenwood Church Preschool Center budget.

 Staff development is a continuing focus of the Havenwood Preschool’s program, enabling teachers and assistants to attend workshops and conferences in order to provide comprehensive learning experiences to our students.

 Parent involvement is critical to the success of our school. Volunteers are sought for classroom assistance, our parent advisory board, and fundraising efforts. Parents are always welcome in our classrooms. Formal conferences are held twice a year and informal conferences are held upon request.

**PLEASE READ CAREFULLY AND RETAIN THROUGHOUT THE YEAR.** We at Havenwood Church Preschool Center are always willing to discuss any concerns or answer any questions, which may arise. Parents and children are our priority. Please know that nothing is too insignificant to be unimportant. Working together is the key to providing a successful and fulfilling experience for your children.

Havenwood is licensed by the state of Maryland, Department of Education, and is health regulated under the guidelines of the Baltimore County Health Department. It operates under the direction of an Administrative Director and a Preschool Council. All classes are under the guidance of qualified teachers who are selected for their training and experience in pre-school education, and have met the requirements as stipulated by the license.

Official office hours are from 8:00 a.m. to 3:30 p.m. each day that Havenwood is in session.

**PROGRAMS**

 The ***TODDLER TWO PROGRAM*** is for two year old chil­dren who will be two years of age on or before August 31st of the school year in which they enter. ­Each class is staffed with a teacher and assistant teacher. This class provides the transition from home to school in a loving, nurturing environment. A flexible daily schedule offers time for socialization, literacy as well as gross and fine motor activities.

 The ***THREE YEAR OLD PROGRAM*** is for three year old children who will be three years of age on or before September 1st of the year in which they enter. These classes offer the students a transition into a developmentally appropriate classroom. The daily schedule incorporates socialization, literacy, mathematics, science, social studies as well as both gross and fine motor activities. Each class is staffed with a teacher and assistant teacher.

 The ***PRE-KINDERGARTEN PROGRAM*** is for four year old children who will be four years of age on or before September 1st of the school year in which they enter. Our classes offer the students school readiness activities that are developmentally appropriate. The daily schedule incorporates socialization, literacy, mathematics, science, social studies as well as both gross and fine motor activities. Keeping in mind the rigors of full day kindergarten, our pre-kindergarten program utilizes a play-based format that has both structure and yet remains flexible. Each class is staffed with a teacher and assistant teacher.

 The ***KINDERGARTEN PROGRAM*** is for five year old children who will be five years of age on or before September 1st of the school year in which they enter. Our kindergarten program provides a small developmentally appropriate class that utilizes the Houghton-Mifflin curriculum. We integrate the domains of learning into a structured schedule that allows for the flexibility needed by our five year old students. Music, Art and Library are specials that are incorporated into the daily schedule. We promote hands on learning activities as both developmental and interactive providing the kindergartener the ability to practice and then master each experience. The class ­is staffed with a teacher and assistant teacher (when class size mandates). Classes for the Kindergarten program are held daily 8:45 a.m.‑2:45 p.m.

 ***HAVENWOOD SPECIALS*** - Art, Library and Music offer our students an extension of the curriculum by separating them from the classroom setting. This allows the students an internal transition from teacher to teacher within the school day. Our art program meets on Mondays with the students receiving 45 minutes every other week. Library meets Tuesday and Wednesday, allowing each class to meet with our Librarian once a week. Our Music program meets on Thursdays and Fridays, allowing each class to meet with the Music teacher once a week.

 The ***LUNCH BUNCH*** is of­fered as an opportunity for an added socialization experience for your children. It is available­­­­ to students who are three years of age and older who are toilet-trained. The program functions from the end of the morning classes child comes until 3:00 p.m. on Monday through Friday. Lunch Bunch may be used on days when your children do not attend school as well.

 The ***EXTENDED CARE PROGRAM*** is offered for our 3, 4 and 5 year old students. Extended Care children arriving before class time for the Early Bird session should be brought into the building to the Extended room by the parent. Children should not arrive before 7:30 a.m. These children will be transferred to their appropriate classes at class time.

 If your child arrives at class time, you should follow arrival procedures as stated in the General Information section.

 Your child may be picked up no later than 5:30 p.m. When a change is to be made in the hour or method of a child’s departure from school, or if someone else is picking up your child, it is important that you notify the office by phone or note. ***Verbal messages from the children are not acceptable***. Only persons who are 18 years of age and older are permitted to pick up children from school.

 **PREREQUISITE**

 Children must be completely toilet trained prior to entering in Septem­ber (except Toddler Two students). Special testing, evaluations, and IEPs completed prior to or in the process of being completed are to be submitted by August 1st.

**ARRIVAL AND DISMISSAL**

Toddler Two morning classes will begin at 9:15 and end at 11:30 a.m. Arrival & Dismissal will be from the double doors at Fellowship Hall. Please arrive at 11:20 and remain in your cars until the teacher walks your child to your car.

The three year old morning children will arrive at 9:15 a.m. and be dismissed at 11:45 a.m. All PreK morning four year olds will arrive at 9:00 a.m. and will be dismissed at noon or 1:30 p.m. The Kindergarten children will arrive at 8:45 a.m. and will be dismissed at 2:45.

Children should not arrive more than 5 minutes prior to his scheduled arrival time and all children are expected to be picked up no later than 5 minutes after dismissal time. If children arrive late, parents are expected to walk them into the office. If children are picked up late, parents are expected to come into the building for them.

Please enter the parking lot from Charmuth Road and stop parallel to the Church's sidewalk. If you are coming south on Charmuth Road or crossing Charmuth Rd. from Vista Lane, you must circle around to Ridgely Road (if necessary) in order to get into the arrival line. If the arrival line extends to the parking lot entrance, circle the block and try to enter again. If the parking lot is still blocked, it will be necessary to wait in the single line on Charmuth Road. Refrain from making a double line into the lot by always getting into the arrival line at the end. If you must enter the school, please park your car either on the lot or on the street.

All children will be dismissed from Fellowship Hall (upstairs covered door nearest to the playground). When picking up your child, please display the large white placard with your child's last name on the rearview mirror. You will receive this placard on visitation day. If you have driven up past the doors and close to the playground, please display your sign in the front passenger window. Cars must stay in line parallel to the sidewalk on the parking lot. Cars should remain in line unless otherwise instructed. Children will be permitted to cross the parking lot only if accompanied by parents. If your child is being picked up by someone other than yourself, please make sure they are on the “Emergency Form” pickup list. Even if only occasionally. You may call the office if there is a change, as well.

Please REMAIN IN YOUR CAR. A teacher or assistant will bring your children to you, open the car door, and place them in the car. When buckling your children in the car, we request that you either pull forward by the playground or park to the left across the parking lot first before buckling in order not to hold up the dismissal line.

Exit down the hill by the playground to Ridgely Road. There can be NO parking on the right side of the parking lot next to the sidewalk while school is in session. Take special care to obey all parking signs, both on the lot and on the street.

Please understand that due to the limited size of our parking facilities, it is absolutely crucial to follow the arrival and dismissal times and procedures with as much precision as possible.

When a change is to be made in the hour or method of a child's departure from school, or if someone else is picking up your child, it is important that you notify the office by phone or note. Verbal messages from the children are not acceptable. Only persons who are 18 year of age and older are permitted to pick up children from school.

A late fee of $40.00 will be charged for any child who is consistently picked up fifteen minutes or more past his/her scheduled dismissal time.

To prevent your child from leaving school with a non-custodial adult, the school must have the appropriate court document on file.

IF NO ONE HAS COME FOR YOUR CHILD, AND WE HAVE NOT BEEN ABLE TO REACH THE PEOPLE LISTED AS YOUR EMERGENCY CONTACTS, WE WILL CALL PROTECTIVE SERVICES AT 410-887-2800. WE WILL DO THIS ONLY AS A LAST RESORT.

**APPROPRIATE TOTES, CLOTHING AND ITEMS** - Physical Fitness/Safety

Each child will need an open tote bag (no back packs, zippered bags, or buckled book bags, please). Exception is that kindergarteners may use backpacks. We have a supply of "Havenwood Church Preschool Center" tote bags available. If you wish to purchase one, please call the office. Be sure that your child's name is clearly marked on his tote bag. These bags are to be used daily for carrying your child's little treasures, his arts and crafts projects, paintings, notices, etc. They should be checked daily for contents.

**SHOES & CLOTHING**

All children need to wear non-skid shoes (sneakers) for safety. NO Crocs, boots, dress shoes. All clothing should be manageable without help when your child goes to the bathroom. Training pants or regular pants are required underwear. Good clothing should not be worn, as the children will have opportunities to participate in a variety of activities. Although we provide smocks for protection, accidents will happen.

Unless the weather is severe, we will have an outdoor play period daily and we urge you to dress your child accordingly. In the event of unsafe or wet weather, students will have their physical activity time in the Fellowship Hall.

Please mark all outside clothing (coats, sweaters, boots, mittens, hats, raincoats, etc.) with your child's name. Identification is important.

Children are not to bring toys of any kind to school. Such toys are often misplaced, sharing becomes difficult, and inappropriate school behavior frequently occurs. Exceptions will only be made for Show and Tell and for specific items pertinent to curriculum.

**MEDICAL**

Your child cannot be admitted to the school until we have a medical inventory, immunization card, and emergency card for your child on file in our school. This is a Maryland state health regulation. It is advised that you make a copy of these records before returning them to Havenwood on June 1.

\*\*\*Parents are expected to notify the school when a child has been exposed to or contracted a communicable disease. Please do so within 24 hours of diagnosis. See attached sheet of communicable diseases.

Absentee notices are required for reentry to school after a communicable illness (see attached communicable disease sheet). This note must be signed by your physician. In addition, kindergarten children only must have a note explaining any and all absences from school.

If your child has been ill during the night (fever, vomiting or diarrhea) or prior to school's opening, please be considerate of other children and the teachers and keep him home until you are sure he is well. If a child arrives at school and appears ill or complains of not feeling well, parents will be called and expected to take the child home, within a 20 minute time frame. A child may not return to school until he has been free from fever for a full 24 hours without fever reducing medications, and has not had a bout of vomiting or diarrhea.

In case of an accident or medical emergency and we are unable to contact you or your physician, we will have your child taken to the nearest emergency center.

No medication of any kind will be administered to children without a Physician's Medication Order Form completed and signed by the parent and the physician. You can obtain one of these forms from the school office. "Medication" applies to cough medicines, cough drops, aspirins, Tylenol, any prescription or non-prescription medicines, etc. The medication, when brought to school, will be kept in the original container. PLEASE NOTE: THE 1ST DOSE OF ANY MEDICATION WILL NEVER BE ADMINISTERED TO A CHILD UNDER ANY CIRCUMSTANCES.

Children should stay home if...

* a child has a temperature of 100.4 degrees or higher.
* cold and cough symptoms are associated with a fever.
* a child has a persistent, uncontrolled cough with or without fever.
* a child has a stomachache, vomiting or diarrhea.
* a child is complaining about a sore throat, especially with a fever as this could indicate strep throat.
* a child has redness or swelling of the white part of the eye as this could indicate pink eye.
* a child has pain (earache, toothache or headache).  Especially if a headache is accompanied by other symptoms such as vomiting, fever, etc.
* a child has a rash that you do not recognize or if the rash is associated with a fever.
* a child is exhibiting symptoms from a known disease or virus such as Hand-Foot-Mouth.

All children returning to care must be symptom free without the use of medication for a minimum of 24 hours.  If a child is taking antibiotics, he/she may return once cleared by a healthcare provider, have taken antibiotics for 24 hours and symptoms have resolved.

**FIELD TRIPS**

A permission slip requiring your signature is enclosed which permits your child to leave school premises. This includes walks and various field trips. Major trips are only taken by the kindergarten class. You will be notified of each trip (date, time, and place) as they occur. On these days, your child comes to school at the regular time unless notified differently. We will comply with all safety laws. It is Havenwood's policy that siblings are not invited to participate in school sponsored excursions for safety and chaperoning reasons.

**CONFERENCES & TEACHER COMMUNICATION**

 School to Home:

 On visitation day, our teachers will provide you with a “Take Home” folder for your child, an email address that is unique to your child’s classroom and a school information folder. We will use the take home folder, email and the telephone to communicate with you. The “Take Home” folder is to be in your child’s tote bag each day.

 Home to School:

 The “Take Home” folder is the easy way for you to send in notes or any other communication to the school and teacher. The teachers will check each folder at arrival.

 The Office maintains two email address for parents: havenwoodcenter@comcast.net (Director) and havenwoodcenteroffice@comcast.net (Assistant Director).

A parent may request a conference with his child's teacher at any time. Conferences with the director may be scheduled by calling the preschool office.

Scheduled parent-teacher conferences for all two, four year old and kindergarten students will be in November and May. Student progress reports will be given at this time. Progress reports are also sent home in February for the 3's, 4's and kindergarten classes. Final progress reports will be sent home in May.

Our doors are always open to stop by if you have a question, concern or compliment.

**PHYSICAL EDUCATION, SNACK & HOLIDAY CELEBRATION POLICIES**

 Our 2-1/2 to 3 hour preschool classes are provided a 25-30 minute unstructured physical activity time each day they attend school. Students attending four to six hour classes receive two 25-30 minute unstructured recess times and students who attend the school over six hours are given two 25-30 minute structured and two unstructured physical education activity times.

 Weather permitting, all unstructured/gross muscle play is outside and when weather is an issue our Fellowship Hall is utilized for gross muscle activities. At no time is physical activity withheld from our students.

 ***Nutrition Policy***

All lunches are refrigerated upon arrival to the classroom. No ice packs are needed. We cannot heat food therefore all items need to be served cold.

Snacks will come from home should be as nutritious as possible but also something your child will eat. Safe snacks include items such as pretzels, dried fruit, fresh vegetables, wheat crackers, cheese cubes, goldfish crackers, and bagels. Milk or water is provided at each snack and lunch time. Each snack must contain fresh fruit or fresh vegetable with additional carbohydrate or dairy snack. **Popcorn and nuts** are prohibited due to choking hazard. Some types of food may be restricted if students have particular food allergies. All grapes must be cut into quarters/halves if sent in.

***Holiday Celebration Policy***

Because children easily become over-stimulated, we keep the activity level to a minimum. In general, we specify that our parties are for our students and teachers only. We also request that only a few parents be present to help. The only exception is our Christmas Open House. All family members are invited at this time. Parents, however, are welcome to come in to take pictures toward the end of all other party celebrations. Room parents who are in charge of seasonal parties are requested to consult teachers for specific guidelines. Havenwood's policy is to keep party food simple - one sweet item only, fruit or vegetable and milk.

Exceptions: Christmas Open House Parties

 Thanksgiving Feasts - traditional holiday food is appropriate

**INCLUSION OF CHILDREN W/DISABILITIES/SPECIAL NEEDS**

 Havenwood Preschool Center promotes and supports each child’s developmental potential by utilizing early intervention strategies, family involvement, individualized lesson planning and a supportive, highly trained staff of teachers and assistants. The school recognizes that additional services and needs may arise with developmental delay, medical conditions, challenging behaviors or diverse cultural backgrounds. Havenwood Preschool’s philosophy emphasizes the uniqueness of each child and supports the least restrictive environment for each student with a desire to open the world of knowledge to them.

**WEATHER**

The snow policy for Havenwood Preschool Center is as follows:

1. If Baltimore County Schools are closed, Havenwood will be closed.

2. If Baltimore County Schools are delayed 1 hour, Havenwood morning classes will be delayed 1 hour and will dismiss at the regular time. Afternoon classes will begin at their regular time.

 3. If Baltimore County Schools are delayed 2 hours with no morning kindergarten, Havenwood's policy will be as follows:

 a. Kindergarten sessions will meet from 10:45-2:45

 b. PKI will meet from 11:00 - 1:00

 c. PreKII will meet from 11:00 – 1:30

 d. PKIII will meet from 11:00-12:30

 e. 3 year olds will meet from 11:15-12:45

 g. Toddler Two a.m. sessions will meet from 11:00 – 12:00

 h. Lunch Bunch will meet from 12:45-3:00. No refunds will be made for shorter sessions due to inclement weather conditions.

 4. If Baltimore County Schools close early, Havenwood will close early.

 5. Extended care will be closed when Baltimore County Schools are closed. When there are delayed openings in the County, Havenwood's extended care will open at **9:00 A.M.** If schools close early, extended care

 will also close early.

 6. Havenwood Preschool and Extended Care may also close early at the discretion of the director. On rare occasions, we may feel it necessary to make decisions different from the county regarding openings and closings. In these instances, you will be notified by TV, Facebook, “Rained Out” text. You will receive information about this app & how to add it to your cell phone.

 7. The Kindergarten calendars reflect additional time/days needed to comply with state requirements including inclement weather days. Toddler Two, Three Year Old, and Four Year Old classes are not required to make up unscheduled closings. If weather conditions are severe and prolonged, the Preschool Council will consider the possibility of alternative action.

**LUNCH BUNCH**

Our Lunch Bunch Program is offered as an option for care beyond the normal school session. It is designed to give mother an opportunity to have some personal time while her preschooler is enjoying a supervised program of various activities.

Lunch Bunch is open to our 4 year olds, 3 year olds, and Toddler Two children. The program functions from the end of the morning classes until 3:00 p.m. five days a week. It is not available when school is closed. It is available, however, even on days your child does not regularly attend school. The cost is $30.00 per session ($25.00 if your child is in PKII that ends at 1:30).

Parents are expected to provide a full lunch for each child, and the child's name must be plainly visible on each lunch bag. Since Havenwood makes no provision for keeping hot food at 140 F., we are prohibited from accepting hot food items for lunch.

1. Registration procedure
2. Sessions can be reserved by phone, email (havenwoodcenteroffice@comcast.net) or in person.
3. Payment is due ON THE DAY the session is used

B. Snow Policy for the Lunch Bunch Program

 1. When Baltimore County Schools are delayed 2 hours due to inclement weather conditions, the Lunch Bunch program will meet from 12:45-3:00. No refunds will be made for shorter sessions.

 2. When school is closed due to inclement weather conditions, lunch bunch students who have prepaid for their sessions on that day will have a credit transferred to a future date.

**EMERGENCY SITUATIONS**

 We have a MSDE approved “Plan of Emergency” for schools in place at Havenwood.

1. Escape routes are posted in every room

2. In case of an emergency evacuation, children and faculty will be relocated to the Church of the Nativity on Vista Lane. An announcement will be made if an evacuation was necessary.

 3. In the event of a national emergency, we will gather the children in the inner rooms on the lower level of the building unless otherwise advised by emergency personnel.

4. Emergency supplies are stocked at all times in accordance with MSDE Emergency Plan procedures. We

maintain bottle water and non-perishable food.

**FAMILY ISSUES POLICIES**

The primary focus of Havenwood Preschool is to provide a safe and nurturing learning environment for young children. It is our policy, therefore, to refrain from participating in any legal or custody issues which could potentially have a negative impact on our staff and/or our students.

Concerning the issue of a non-custodial parent/adult removing a child from school property, Havenwood Preschool requires that a copy of the custodial agreement as well as a written request by the custodial parent/guardian to deny release of the child to the non-custodial parent/adult be submitted to the Preschool. Further, a non-custodial parent cannot be denied access to a child without a legal protective or restraining order.

**ADMISSION, FEES AND TUITION**

A registration form must be submitted by the parent for each child. A down payment consisting of May's tuition plus a $125.00 processing fee is due with this form. The entire down payment is NON‑REFUNDABLE.

Havenwood charges an annual tuition. Enrollments are contracted for the full school year. No deductions or refunds are given for State & Federal emergencies, holidays, days absent, snow days or unscheduled closings. In the rare event that a class is canceled due to low enrollment, full reimbursement of deposit money paid will be issued.

The full amount can be paid either yearly or in three payments. If paid in three payments, the first is due July 25th, the second December 1, and the last March 1. There will be a $25.00 charge for checks which do not clear the bank. Tuition must be paid **by check or cash or credit card.**

* ***Penalty* – on late payments of tuition/daycare fees $25.00 if not paid by 5th of the month;**

**$50.00 if not paid by the 10th of the month;**

**Dismissal from school if not paid by 15th of the month.**

**CLASS NAMES BY AGE GROUP**

**TT** Toddler Twos - 2 year olds **K**  Kindergarten - 5 year olds

**PN**  3 year olds **EC**  Extended Care - 2-6 year olds

**PreK** Pre-Kindergarten - 4 year olds **Lunch Bunch** 3-6 year olds

"Any person who believes that he or she has been discriminated against in any United States Department of Agriculture related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 21250."

**WITHDRAWAL**

1. Havenwood Preschool requires two months notification in writing prior to the last day your child attends school. Tuition obligation continues through the entire last calendar month your child attends school.

2. Failure to comply with the one month notification policy will result in the tuition obligation

 continuing through the entire month after your child has left school.

**TECHNOLOGY POLICY**

 Staff Use of Technology/screen time in the Classroom for Student Achievement is under careful and constant supervision.

 1. The use of Technology in the classroom consists of photo cameras (to document student's interests, participation and skill development). The use of iPads is limited to 15 minutes per day per child and the apps are of a developmentally appropriate nature and prepares students for kindergarten readiness.

 2. The use of on-line videos are limited to documentaries on curriculum areas and/or the occasional thematic fictional story and never shown during snack or lunchtime.

 3. The use of the music player is limited only to the selection of age appropriate music.

 4. The use of the listening center player is limited only to the selection of books that are developmentally appropriate to the age group.

 5. Under no circumstances are the toddler twos exposed to screen time.

 6. Students always have the option of the traditional learning centers in the classroom instead of the technology corner.

**TRANSITION POLICIES BOTH INTERNAL & EXTERNAL FOR STUDENTS**

 **Internal Transition from 2's to 3/3's to 4/4's to Kindergarten**

 1. Parent meets with current teacher in November to discuss student's strengths in social, emotional literacy & math. Ages and Stages Developmental Screening and the suggested plan for development and learning. Teacher/Parent will discuss options for next year's student schedule

 2. Parent chooses what class student will attend at registration and places deposit down on class.

3. In May, students are taken to see their new teacher and classroom. Parents receive a Welcome Packet in July with September information. (Back Night, Visitation days, Invoices, etc.)

 4. Students leaving Havenwood are asked to provide their teacher with a transition form(s) to the student's new school. Teachers will complete and mail to school. All public school kindergarten round-up dates are published in school newsletter, as well as any Private school kindergarten dates as provided to Havenwood.

**CURRICULUM**

 Havenwood Preschool Center, in compliance with Maryland State Department of Education, has chosen Creative Curriculum by Teaching Strategies as our curriculum for our Twos, Threes and Fours. It maintains developmentally appropriate practice through the core areas of literacy, math, science, social studies and the arts.

 Our kindergarten uses the Houghton Mifflin Core Curriculum because it utilizes a multi-sensory approach to learning through music, visual components as an interactive whiteboard and hands-on activities that provide a developmentally appropriate learning environment.

 Learning materials for all programs support children’s abilities, are developmentally appropriate and reflective of the student’s culture, language and are reflective of the student’s culture, language and interests. A multi-sensory approach of learning through exploration is also considered when selecting materials.

 Our faculty meets once a week to utilize a team approach in lesson planning, rotation of learning materials, schedules and reflect on curriculum enhancement.

 Teachers prepare portfolios, written and visual, of each student reflective of observations, anecdotal notes, checklists, developmental screenings (Ages and Stages) and student produced work.

 Lesson plans are written once a week per learning domain and adjusted periodically for remediation or scheduling purposes. Small group and individualized lesson plans occur weekly but are altered when necessary to reflect the needs of the students.

 Lesson plans are completed using the student portfolios to create a learning environment that both meets the goals and objectives of the group but are also inclusive of the students’ individual needs. Developmentally appropriate activities address the needs and milestones of the class.

**DEVELOPMENTAL SCREENING**

In accordance with best practice, our commitment to early intervention and Maryland State Department of Education (MSDE) recommendations, Havenwood Preschool uses Ages and Stages as an approved development screening tool. It is recommended that each child is screened within thirty days of entrance into each school year. The areas of development that are screened consist of communication, physical ability, social skills, and problem solving.

 As parents you are our best source of information about your child. Therefore, teachers and parents (separately) will complete the 10-15 minutes screening with the child. At fall conferences, the teachers will address these screens as well as their own observations. Together, using these screenings we will be able to identify the students’ strengths as well as areas that need to be supported.

**CHILD ABUSE, NEGLECT AND MENTAL INJURY**

Reporting Child Abuse, Neglect, or Mental Injury Each child care facility should have a written policy for reporting child abuse and neglect. Caregivers/teachers are mandated reporters of child abuse and neglect and must report to the child abuse reporting hotline, department of social services, child protective services, or police as required by state and local laws, any instance where there is a reasonable cause to believe that child abuse and neglect has occurred. Every staff person should be oriented to what and how to report. A staff member does not have to seek permission from the Director of the child care facility to report suspicions of child abuse, neglect, and/or mental injury. Emergency numbers must be posted for easy access by staff. Signs and Symptoms of Child Abuse, Neglect, and Mental Injury The following information is provided to familiarize you with physical and behavioral indicators that are often associated with child abuse, neglect, and mental injury. Please note that the list is not inclusive. Nor does the presence of any of these indicators necessarily mean that a child is being abused or neglected or is a victim of mental injury. However, the repeated occurrence of an indicator, the presence of several indicators in combination, or the appearance of serious injury or harm should alert you to the possibility of abuse or neglect. Possible indicators of CHILD PHYSICAL ABUSE include Physical Indicators and/or Behavioral Indicators. For Example: • Unexplained welts or bruises (especially facial bruises on infants), burns, fractures, lacerations, abrasions, human bite marks. • Appearance of injuries after school absence, weekend, or vacation. • Absence of hair and/or hemorrhaging beneath the scalp due to vigorous hair pulling. • Cigar or cigarette burns, especially on feet, hands, or buttocks. • Burns or cuts patterned like an electric burner, iron, belt buckle, etc. 4 • Immersion burns indicating dunking in a hot liquid (glove-like or sock-like burns on hands or feet, doughnut-shaped burns on buttocks). • Rope burns that indicate confinement (on arms, legs, neck, and torso). • Easily frightened or fearful of adults and parents. • Wary of physical contact initiated by parents or anyone else. • Apprehensive when adults approach another crying child. • Constantly on the alert for danger, is guarded and distrustful. • Destructive to self or others. • Extremes of behavior – aggressive and withdrawn. • Runaway or delinquent behavior. • Reporting unbelievable reasons for injuries. • Cautious when asked about the sudden appearance of an injury, looks at parent for an answer. • Wears clothing that is clearly meant to cover the body when not appropriate. • Seems afraid or reluctant to go home. Possible indicators of CHILD SEXUAL ABUSE include Physical Indicators and/or Behavioral Indicators. For Example: • Difficulty in walking or sitting. • Torn, stained or bloody underwear. • Genital/anal itching, pain, swelling or bleeding or burning. • Frequent urinary tract or yeast infections. • Venereal disease. • Pregnancy. • Frequent psychosomatic illnesses. • Extreme fear for no apparent reason. • Inability to trust. • Anger and hostility. • Inappropriate sexual behavior. • Depression. 5 • Guilt or shame. • Sudden drop in school performance. • Somatic complaints. • Sleep disturbances (nightmares, bed wetting, sleeping in clothing) • Eating disorders. • Withdrawal, fantasy, or infantile behavior. • Suicidal gestures or statements. • Running away (especially for females). • Fire setting; fascination with fire. Possible indicators of CHILD NEGLECT include Physical Indicators and/or Behavioral Indicators. For Example: • Poor growth pattern. • Constant hunger, malnutrition. • Poor hygiene, body odor, or lice. • Clothing inappropriate or inadequate for weather condition. • Constant fatigue. • Consistent lack of supervision, especially for long periods or in dangerous conditions. • Unexplained bruises or injuries as a result of poor supervision. • Unattended physical problems or medical needs such as lack of proper immunizations, gross dental problems, need glasses/hearing aids. • Developmental lags. • Begs or steals food, forages through garbage; always hungry. • Destructive to self and/or others. • Extremes in behavior-- aggressive and withdrawn. 6 • Assumes adult responsibilities. • Exhibits infantile behavior. • Delinquent behavior. • Depressed/apathetic; states "no one cares." • Frequent school absences or chronic tardiness. • Seeks attention and/or attention. • Hypochondria. Possible indicators of CHILD MENTAL INJURY include Physical Indicators and/or Behavioral Indicators. For Example: • Non-organic failure to thrive. • Accident prone. • Small abrasions on limbs that heal slowly. • Self-destructive both physically and socially. • Eating disorders, anorexia, bulimia, obesity. • Gastrointestinal and bowel problems. • Reduced energy level, lethargy. • Extreme fear for no apparent reason. • Inability to trust. • Anger and hostility, tantrums. • Inappropriate sexual behavior. • Depression. • Guilt or shame. • School learning problems. • Lack of exploration and curiosity. • Lying for no apparent reason, stealing, cheating.

**MSDE GRANT DISCRIMINATION POLICY FOR PUBLIC AND NON-PUBLIC SCHOOLS**

“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.”

HAVENWOOD PRESCHOOL CENTER

DISCIPLINE POLICY

**Introduction**

A copy of this discipline policy will be provided to all parents who enroll children in this program. The policy will be provided to all staff, substitutes, and volunteers to be reviewed with them before they are permitted to work with children.

**Positive Discipline**

Children are motivated to use socially acceptable behavior by receiving positive feedback for their own positive behavior. Establishing this pattern forms the motivation to repeat desired behavior. The goal is to help each child to develop self-control and socially acceptable behavior.

**Discipline Practices**

Children learn by example. Adults, therefore, will serve as positive role models. Adults will develop positive relationships with the children by expressing interest in each child and his activities, and by showing respect for each child's needs and feelings. Children will then be motivated to model adult behaviors.

Children's schedules and classrooms will be arranged so that the children's needs are met in a timely manner. There will be a variety of activities and enough equipment so that children will not need to be in conflict.

The staff will reinforce appropriate behavior. Encouragement, praise, and redirecting the child's focus will be the basis of our discipline policy. On rare occasions, teachers may choose to ignore slightly unsuitable behavior if this seems to be in the best interest of the child.

When a child displays inappropriate behavior, the teacher will talk quietly with the child to explain why the behavior was inappropriate. An example of appropriate behavior will be given. Limits will be consistent and firm. The rules will not change from day to day.

Teachers will always make clear to a child that it is the child's behavior which is inappropriate. No child will be called bad or made to feel demeaned.

If a child continues to display the inappropriate behavior, "Time Out" will be used. "Time Out" will be used for acts of physical aggression, destructiveness, or tantrums which cannot be ignored. "Time Out" will be used with children three years and older. Two year olds will be removed from the situation.

During "Time Out", the child will be seated in a chair apart from the group but not out of sight or hearing of the teachers. Time will be set for one or two minutes. A child will not be required to sit for longer than 5 minutes. The teacher will explain to the child why he is being required have a "Time Out".

If a child persists in using inappropriate behavior, the teacher will confer with the director and parent(s) to discuss a behavior modification plan.

**Biting**

 Unfortunately, at some time during the year your child may come home with “teeth marks” on his/her body. Biting can be a scary incident and every effort is made by teachers to watch children carefully so that biting does not occur. However, when children do not have verbal skills necessary to communicate their feelings, they often lash out at the nearest person, whether that person is the cause of the frustration or now. Fortunately, this should be a short, passing phase and only warrants concern if it continues.

 When a biting incident occurs in a room of children younger than 4 years old, both children are dealth with by the teachers and the following steps ae taken:

1. The biter is told firmly, “No biting, that hurts” and is separated from the other child. The victim is consoled & any medical attention needed is given. Any biting incident will be reported in writing & verbally to the parents of both children.
2. If a second bite occurs, the child will be sent home and a parent meeting will be scheduled with teacher and a plan of action will be established.
3. If the third bite occurs, the parent will be asked for the child to take a “short break” from school (usually 2 school days) to see if time away can solve the problem.
4. If biting continues after the break, the family will be asked to take their child out of our center.
* **Any biting incidents by children 4 years of age and older will be immediately referred to the Director and result in a parent conference. If the behavior occurs again, the children will be asked to leave our school.**

**Disciplinary Practices Not Used in This Center**

The Havenwood Preschool Center staff, volunteers, student teachers, substitutes, or any other individuals connected with this center will not subject any child to injurious treatment. Corporal punishment or physical punishment which is the intentional infliction in any manner of any type of acts which result in physical pain or distress will not be used. This will include but not be limited to tapping, slapping, hitting, or shaking children.

Emotionally or physically damaging acts including, but not limited to ridiculing, shaming, belittling, deprivation of attention to the child's physical or emotional needs, verbal aggression, frightening threats, or isolation out of sight or hearing of an adult will not be committed toward a child by any individual associated with Havenwood.

Children will not be deprived of outdoor/indoor play as punishment. Vigorous outdoor/indoor play is a necessary activity to ensure the health and well-being of children.

Meals or snacks will not be withheld as a punishment. Nor will children be forced to eat or punished for not eating.

**Bullying, Harassment and Intimidation**

 On May 19, 2011, Governor O'Malley signed House Bill 38 which requires nonpublic school that participates in State-funded education programs to adopt by March 31, 2012, a policy prohibiting bullying, harassment and Intimidation. HB 38 has been codified in education Article, 7-424.3, Bullying, Harassment and Intimidation policy.

 Bullying is defined as being exposed to intentional negative actions on the part of one or more students, and whose ability to participate in or benefit from the schools educational programs or activities is affected. Bullying often occurs repeatedly and over time.

 Harassment is definied as perceiving or actually experiencing discomfort with identity issues in regard to race, color, national origin, gender disability, sexual orientation, religion or other identifying characteristics, and whose ability to participate in or benefit from the school's education programs or activities is adversely affected.

 Students/parents/teachers may report bullying or harassment to their teachers/director.

 The following actions will be taken when a student has been found to have bullied, harassed or intimidated.

1. Teacher - student discussion
2. Director - student discussion
3. Parent Conference
4. Removal from school

**Policies and Procedures for Parents**

In compliance with COMAR 13A.09.08.08 E. (4) which states that "Policies and procedures on protecting the right of privacy of pupils and their parents shall be written and clearly stated and shall include guidelines for access to, and release of, records of individual pupils", the following is offered for the protection of your rights:

1. All records pertaining to children will be available to those pupils' parents or legal guardians for inspection or review.

2. Inspection and review of children's records are immediately available to parents or legal guardians upon request.

3. The center will not disclose personally identifiable information from a child's records without prior written consent of the child's parent or legal guardian.

4. The center will maintain a record of requests for, and disclosure of, personally identifiable information from the child's records.

5. These policies and procedures will be mailed to parents.

**Governance**

1. Havenwood Preschool Center is sponsored by the Havenwood Presbyterian Church. Its governing body is the session, which is comprised of members of the church and presided over by the chairperson. The minister of the church is a voting member of the session and serves as the chairperson.

2. The Havenwood Preschool Center Council is chaired by a member of the session. Its primary purpose is to oversee the operation of the Preschool Center and its director.

3. The director of the Preschool Center is directly responsible for the daily operation of the Center.

**Parent Grievance Policy**

 Guiding Principle - The safety and educational well being of children is our first priority and all parents have the right to raise concerns. Complaints will be considered in a timely and impartial manner in accordance with the policy.

1. Raise the concern: the teacher should always be the first point of contact. A variety of communication methods may be used. A parent - teacher conference is preferred.
2. Including the Director: addressing the concern to the director of the preschool. Various methods of communication may be used but a face to face conference is preferred.
3. Preschool Council: setting up a conference with the Preschool Council Chair to go over concerns - all interested parties will be included.

 Confidentiality will be adhered throughout the process by all directly and indirectly involved in the complaint. Impartial investigations are vital to the creditability and success of the parent complaint process.

COMMUNICABLE DISEASE INFORMATION SHEET

The following reportable communicable diseases require a note from your child's physician stating that your child is no longer contagious. This is mandatory before readmission to school. The only requirement for CHICKENPOX, however, is that all of the blisters must be dry and crusted. No physician's note is necessary.

AIDS and HIV Rubella

Chickenpox Salmonellosis

Chlamydia Scabies

Conjunctivitis ("Pink Eye") Shigellosis

Corona Virus COVID 19 Strep Throat

Cytomegalovirus (CMV) Syphilis

Fifth Disease (Erythema Infectiosum) Toxoplasmosis

Giardiasis Tuberculosis

Gonorrhea Typhoid Fever

Haemophilus influenzae B (Hib) Disease Viral Meningitis

Hand, Foot, and Mouth Disease (Coxsackievirus) Warts, Genital (Condyloma)

Head Lice

Hepatitis A

Hepatitis B

Hepatitis C

Herpes

Impetigo

Legionellosis (Legionnaire's Disease)

Lyme Disease

Measles

Meningococcal Meningitis

Mononucleosis

Mumps

Pertussis (Whooping Cough)

Ringworm (Tinea)

 In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or sexual orientation.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. Members of the staff have a true love for children and the desire to open the world of knowl­edge to them.

 Find it Fast for Families


#  Family Support and Information

 As your child’s first and continuing teacher, you hold the key to school success.

 Healthy Beginnings: Supporting Development and Learning from Birth through 3 Years of Age

 [www.marylandhealthybeginnings.org](http://www.marylandhealthybeginnings.org/)

 Understanding and Supporting Your Child’s Development School Readiness – How You Can Help Your Child

 <http://www.marylandpublicschools.org/MSDE/divisions/child_care/commres>

 Early Childhood Mental Health Project

 <http://www.marylandpublicschools.org/MSDE/divisions/child_care/program/ECMH>

 Children with Disabilities <http://marylandlearninglinks.org/>

 <http://www.mdecgateway.org>; http://www.marylandpublicschools.org/MSDE/divisions/earlyinterv

 Family Support Centers <http://friendsofthefamily.org/>

 Public Libraries <http://directory.sailor.lib.md.us/pub_use/county_map.cfm>

# Choosing Child Care

 Finding Quality Child Care <http://www.mdchildcare.org/mdcfc/childcare/choose.html>  [http://www.checkccmd.org/](%20http%3A//www.checkccmd.org/)

 <http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/findh>

 http://www.marylandpublicschools.org/MSDE/divisions/child\_care/lists

Help with the Cost of Child Care <http://marylandpublicschools.org/MSDE/divisions/child_care/subsidy/ccs.htm>

#


#  Health, Wellness and Safety

 American Academy of Pediatrics

 [www.healthychildren.org](http://www.healthychildren.org/)

<http://www.marylandpublicschools.org/MSDE/divisions/child_care/chhealth>

 Consumer Product Safety Commission Recalls <http://www.cpsc.gov/>

 Health and Wellness Resources [http://www.dhmh.state.md.us](http://www.dhmh.state.md.us/)

 Let’s Move! Ending Childhood Obesity Initiative <http://www.letsmove.gov/>

 Children’s Dental Health <http://healthyteethhealthykids.org/>

 Nutrition Resources for Children and Families

 <http://www.marylandpublicschools.org/MSDE/programs/take15health/take15_health.htm> Maryland State Department of Education ~ Division of Early Childhood Development [http://www.marylandpublicschools.org/MSDE/divisions/child\_care](http://www.marylandpublicschools.org/MSDE/divisions/child_care/)

 Transitioning to School

 Prekindergarten and Kindergarten

 <http://www.marylandpublicschools.org/MSDE/divisions/child_care/early_learning/>  [PreK-K.htm](http://www.marylandpublicschools.org/MSDE/divisions/child_care/early_learning/PreK-K.htm)

 Maryland Public Schools

 <http://www.marylandpublicschools.org/MSDE/schoolsystems>