



St. Margaret's
DAY SCHOOL

2009 - 2010
Parent Handbook

1605 Pleasant Plains Road
Annapolis, Maryland 21409

Phone 410-757-2333
Fax 410-757-5334

dayschool@st-margarets.org
www.st-margarets.org/day_school



St. Margaret's Day School is an active member of the National Association of Episcopal Schools. The overall aim of St. Margaret's Day School is to give each child a special share of love, understanding, guidance and instruction in an Episcopal environment.

St. Margaret's Day School admits children ages 2 to 5 regardless of race, color, sex, religion or national origin. Final decision for acceptance in the school is made by the director.

St Margaret's Day School

Our Philosophy

St Margaret's Day School provides children with an opportunity to learn about themselves and the world around them. The school exposes children to learning experiences and gives them ample opportunity to explore, experiment, create and feel successful. A young child needs to have the opportunity to grow in relationships with other children of similar ages socially, emotionally, physically, intellectually, and spiritually. These goals are best achieved in a warm, open learning environment, facilitated by professional, caring adults. Each child is unique and develops at his/her own individual rate. Therefore, the curriculum must reflect each child's own needs, interests and level of development.



TABLE OF CONTENTS

Introduction	2
Progress Reports/Communication	3
Tuition Payment/Programs Offered	4
Children's Health/Extended Care	5
Emergency Procedures	6-7
Discipline Policy	7
Promptness/Absences	8
Parking /Fire Lane & Handicap Spaces	8
Inclement Weather Closings	9
Lunch / Lunch Bunch	9
Clothes and Spare Clothes	9
Children's Art Projects/Open Door Policy	10
Birthday Celebrations	10
Parent - Teacher Conferences	10
Volunteer Opportunities/Snacks	11
Toilet Learning/Field Trips	11
School Pictures/Publicity Photos	12
Class Rosters	12
First Day Tips/Need More Information?	12
Registration	13-14
Refund Policy/Waiting List	14

INTRODUCTION

We offer a comprehensive program dedicated to the personal development and growth of each child through a curriculum of creative play and developmentally appropriate activities. Here children explore the wide variety of activities and materials available to them. We teach them to learn about sharing and the feelings of others; how to get along with their peers and how to follow directions. Your children will thrive in the hands of our loving and experienced staff. Our goal is for the students to feel good about who they are--excited about who they can be.

Our curriculum includes a full program of emergent math and early literacy activities, which are consistent with the most current philosophies of early childhood education. We also emphasize science, music, movement, art, drama, cooking, and social skills appropriate to the age level of the children so they can experience the excitement of learning and about the world around them. In addition, each age/grade level includes special thematic units with developmentally appropriate goals and objectives. Our Kindergarten uses the McGraw Hill Reading series and the Harcourt Brace math curriculum.

Throughout the school year, we offer multiple opportunities, at various times in the day and evening, for families to participate in their children's school experience.

We look forward to a fabulous year with your family!



PROGRESS REPORTS

Report cards are issued twice a year. Parent/teacher conferences are held for all classes in November. Parents will be offered the opportunity to meet with the teachers again in the spring to discuss their child's developmental progress and placement for the next school year. The spring conference is optional but encouraged.

COMMUNICATION

Each child will have a take home communication folder. It is expected to go home each day. All papers, notes, field trip forms, newsletters and calendars will go home on a daily basis. Please return the folder to school each day that your child attends.

The folder is your opportunity to send notes to the teacher regarding your child(ren) so that classroom instruction time isn't compromised with questions about your child. On each last day of your child's week you will receive a progress report and a newsletter from the classroom. If you ever need to have a meeting with a teacher or a phone discussion, use the communication folder to alert the teacher and they will respond to your request within 24 hours. Thanks for your support in this manner.

TUITION PAYMENT: FACTS

St Margaret's Day school collects tuition through a service called FACTS Tuition Payment Plan. Your participation in FACTS is mandatory. The payment options are as follows:

1. Tuition paid in full by September 1, 2009
2. Tuition paid in monthly installments, either on the 5th or the 20th of the month (you choose)
3. Tuition paid on a semiannual basis, September and February
4. No tuition checks will be accepted through the office.

You can visit the website to begin the process
http://www.st-margarets.org/day_school.htm

PROGRAMS OFFERED:

TWO YEAR OLD classes: Must have turned 2 by September 1st.
A morning and afternoon class is offered.
Classes are held on Tuesdays and Thursdays.

THREE YEAR OLD classes: Must have turned 3 by December 31st.
A morning and afternoon class is offered.
Children are not required to be potty trained.
Classes are held on Mondays, Wednesdays and Fridays.

FOUR YEAR OLD classes: Must have turned 4 by December 31st.
A morning and afternoon class is offered.
Classes are held Monday through Friday.

PRE-KINDERGARTEN classes. One full day class is offered.
Classes are held Monday-Friday.

KINDERGARTEN classes:
MSDE approved and licensed.
One class of 16 students is held Monday –Friday.



CHILDREN'S HEALTH

Each child must have proof of adequate vaccinations and immunizations before the start of school. These must be returned before your child begins school in August.

Use considerate discretion in sending your child to school if he or she is coughing, sneezing, nauseous, congested, feverish, overtired, exhibiting a skin rash, complaining of aches and pains, or behaving abnormally. A child who does not feel well cannot react well to the demands of a day at school.



Your child should be free of a fever for at least 24 hours before attending school. Please think of the health of the other children as well as that of your own child.

EXTENDED CARE:

Before care will begin at 7:30 AM. Lunch Bunch is from 11:30-12:30. After Care is from 3:00-6:00 PM.

Those children who attend full day sessions and lunch bunch must bring a lunch and drink to school. Extended Care fees are billed monthly on a committed basis (\$5.00 an hour) or on a drop in basis. Drop in's can purchase punch cards in allotments of \$30, \$60 and \$120. Punch cards are \$6.00 an hour and are divided into ½ hour increments. Anything more than 10 minutes will be punched as a half hour.

After care ends promptly at 6:00 PM. If for any reason you are not able to pick your child up on time, you must notify the after care staff immediately at (410) 757-2333. If you are late, they will check messages on this number. For any late pick ups after 6:00 PM you will be assessed \$1.00 for every minute past 6:00 PM. This charge will be assessed and collected when picking up your child.

IN SCHOOL EMERGENCY PROCEDURES

Accident/Illness

Parents will be notified the day of the accident/illness using the incident form provided by the Childcare Administration of the state of Maryland, and the parent will be called if immediate medical attention is necessary. If a child must be transported to Anne Arundel Medical Center by ambulance, or is seen by a family doctor for an injury which occurred in school, it must be reported to the Childcare Administration by the Early Childhood Programs Coordinator within 24 hours of the incident. Please notify the Day School Director if you find that later you have to take your child to the doctor or hospital for complaints related to the incident.

Fire Drills and Fire Safety Procedures

Fire drills will be held at regular intervals during the school year in compliance with the fire department of Anne Arundel County standards. Students are taught appropriate procedures and proper behavior during fire drills.

If you are in the building and the alarm goes off, please assist the staff in getting all of the students out of the building safely. Under no circumstances should an attempt be made to put out a fire. Exit the building as quickly as you can. Extinguishers should only be used to aide exit.

Code Red Emergency Procedures

In case of an emergency situation when we are told by first responders not to exit the building, we have created safe rooms throughout the interior. Teachers have been drilled on the procedure to insure the safety of the students.

Please remember that children need to feel safe in frightening situations. In the unlikely event that an unanticipated catastrophe occurs, it is in your **child's best interest** that you first listen to emergency instructions on the radio or television and collect yourself before coming to the school building.

Parents must exhibit a calm presence upon entering the building. We will be following instructions from first responders and may not be able to release your child(ren) immediately.

If warranted, upon exiting, or securing a safe room, and accounting for each student and staff person, a phone chain will be initiated. We will attempt to call home, work and/or your mobile phone number. Do not attempt to call the school as our phone lines are not equipped to handle the volume. Please remember to keep your emergency information up to date with your child's teacher. Remember, here at St Margaret's Day School your children are safe and our staff is trained to handle emergency situations.

DISCIPLINE POLICY

Everyone at St. Margaret's Day School is expected to treat all staff, children and parents with dignity and respect. Children are guided (through modeling) to treat their peers with respect as well. We believe that positive reinforcement and learning from our mistakes is the most effective discipline policy there is.

At the beginning of the school year each class establishes a set of clear classroom rules. These rules are consistently reinforced throughout the year. If a child's behavior is deemed inappropriate, he/she will be redirected to another activity.

If a child is unable to regain control on his/her own, he/she may be asked to find a quiet spot. There are quiet places (book corner, art area, computer, etc.) in the classroom for children to go to and be alone if necessary. For younger students a teacher will help them to find a quiet space for personal time and may stay with the child to help him/her compose him/herself, thus, enabling them to rejoin the larger group. Most importantly, our children will know that although the behavior they exhibited may have been inappropriate, they are still valued and loved.

PROMPTNESS

BE ON TIME FOR THE BEGINNING OF CLASS EACH DAY.

School starts promptly at 9:00AM for all classes. There is nothing more intimidating to a child at the beginning of the day than to have to come in to the middle of a class project or story. The interruption is also disrupting and discourteous to the other students and to the teacher. If you are late, please drop your child off at the Director's office to be brought to the class.

PICK UP YOUR CHILD ON TIME

It is upsetting to a child to be anxious about his/her caretaker's late arrival at the end of the school day. In addition, the teachers have duties to perform after class and cannot give your child the one-on-one attention he or she needs when you are late. Please be considerate to your child and the teachers. If you are going to be running late, please call the director's office. Consistent lateness will incur charges. *Please remember that when you are late, you are interfering with the teachers planning/ lunch time.*

PARKING

For the safety of your children, please follow the signs and guidelines for parking at St Margaret's. **No parking in the fire lane under any circumstances.**

FIRE LANE & HANDICAP SPACES

Please notice where the fire lane is and do not block it at any time. Handicap spaces in front of the building are to be used by disabled license plate of disabled tag owners **only.**

ABSENCES

It is important for the teacher to know when a child will not be in class. If you know in advance that your child will be absent, please tell the teacher. If it is a last minute decision, please let us know by calling the director's office at 410-757-2333.

INCLEMENT WEATHER CLOSINGS

If Anne Arundel County calls a 1 hour delay in the AM, Before Care will be cancelled and classes will begin at 9:00am. If Anne Arundel County calls a 2 hour delay, Before Care will be cancelled and classes will begin at 9:30am.

If Anne Arundel County closes school we are also closed.

If Anne Arundel County dismisses early, we also dismiss early, PM classes are cancelled and After Care is cancelled.

If Anne Arundel County cancels after school activities, After Care is cancelled.

LUNCH

Please be aware that we are a **NUT FREE SCHOOL**. No nuts of any kind can be sent in a lunch to school. Please read your labels carefully. Things processed in a nut plant cannot be consumed at school.

LUNCH BUNCH

11:30-12:30

This program is designed for children to eat lunch with friends and to extend your child's school day experience. Please remember our dietary guidelines as well as packing a healthy balanced lunch for your child. We cannot heat up their food, but we will refrigerate all dairy products, and other perishable items.

CLOTHES AND SPARE CLOTHES

Please **label** all clothes your child wears to school since children's sweaters, boots, etc., tend to look alike. Names should also be securely affixed to a complete set of spare clothes (in a labeled plastic bag) to be left at school (appropriate to the season). Leave diapers and baby wipes, if needed. Sturdy, closed toe shoes are most important. Sandals, slippery party shoes or cowboy boots are safety hazards.

CHILDREN'S ART PROJECTS

When presented with the results of your child's artistic expression, remember it is the process more than the product which is important. The creative process may include new knowledge about oneself, colors and shapes, improved skills in coordination, language, socialization, and artistic medium. A good response is, "Tell me about it." Your child can help decide which pieces to keep, which to send to relatives, and which to discard.

Dress your child for active indoor and outdoor play. **Expect paint spots, mud and food spills to be a by-product of the experiential learning process at school.** Please do not send your child to school in special garments. Smocks are provided by the school in an attempt to protect clothing, but are not foolproof. Washable clothing is best. Since paint, glue, glitter and food products have a tendency to splatter, it is better to be safe than sorry.

BIRTHDAY CELEBRATIONS

As a nut free school, we will not be allowing any birthday baked goods to come from home. If you would like your child to celebrate their birthday at school, you can sign up to have cake or ice cream in the classroom provided by the school. A minimal \$5 fee will be assessed and a registration form filled out. **If you are having a party outside of school, please mail invitations if all classmates are not invited.**

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held at least twice each year to discuss each child's progress. If at any time parents have a concern about their child, they should not hesitate to leave a note with the teacher in the child's take-home folder or contact the Director.

OUR OPEN DOOR POLICY

St. Margaret's Day School has an "open door policy" with regard to visits during the school year. There are many opportunities to observe your children in action, such as special events and celebrations, field trips, and volunteering in class. If you would like to observe on a specific day, or have family or friends who would like to visit, please notify the Director at least a day in advance. Please check in the office upon your arrival.

VOLUNTEER OPPORTUNITIES

We have many parent participation opportunities at St Margaret's Day School. These include fundraising, organizing class parties, reading stories in the classroom, doing special crafts, and participating on committees and task groups. Please contact the Director or the PTO.

SNACKS

Healthy snacks are provided by the school. These include a variety fruit, vegetables, basic snack foods (graham crackers, pretzels) as well as milk, juice, and water. Please make arrangements with the Director to provide special snacks for a child with food allergies. ***We are a nut-free school!***



TOILET LEARNING

Children entering St Margaret's Day School are not required to be out of diapers. We realize that all children develop this skill at a different rate. We work with each individual child and family to help master this developmental milestone. If your child has not reached this milestone you must provide diapers and wipes for your child.

FIELD TRIPS

Chaperone-drivers are often needed for our field trips. We greatly appreciate the giving of your time to accompany us. The children gain much from these experiences because field trips can greatly enrich classroom learning. To enhance the trips, remember:

1. Each child will be restrained during the drive in a manner required by law.
2. The car ride is more enjoyable spent with songs or a discussion related to the trip.
3. If there is a tour guide, ask him/her questions the children may be wondering about, but cannot quite articulate.
4. Keep the trip interesting by calling attention to things that the children may be missing. Lift them up to attain a better view of the sights, if necessary.
5. Respect safety limits and limits set by the guide.

SCHOOL PICTURES

Each year both individual and class pictures will be taken in the Fall and Spring. You are welcome to order them if you choose, but are not required to do so. Dates and reminders about appropriate dress for pictures will be distributed by your child's teacher.



PUBLICITY PHOTOS/VIDEOS

From time to time the area newspapers may be here to take photos of the children for special events. If you do not want your child's photo published, please make your request in writing and forward it to the Director.

CLASS ROSTERS

Early in the school year, the School Directory will be distributed in the form of a directory. The names of the students, names of parents, addresses and telephone numbers will be included. We hope this service will facilitate getting the children together for play dates and carpooling. The children benefit from seeing and playing with their friends outside of school hours. If you do not wish your family information to be published, please make your request in writing and forward it to the Director.

FIRST DAY TIPS

Your child is likely to be as excited or apprehensive as you are about entering school on the first day. Make the transition easier with some advance preparation. Talk about what your child is likely to find at school: other children, toys, art materials, books, pleasant surroundings, and, most important, caring adults. Remember that a quick drop off helps the staff transition your child more readily.

NEED MORE INFO OR HAVE A QUESTION?

Because we are a small school, we are in a position to be flexible and responsive to the parents and the needs of the children. If you have any questions or concerns, please call the Director at 410-757-2333.

REGISTRATION

Enrollment at St. Margaret's Day School is open to all interested families. Enrollment includes returning a registration form made available in late January with a non-refundable registration application fee, and upon acceptance, returning a signed contract with a non-refundable enrollment fee.

A child will not be considered enrolled with a spot secured at the school until both steps have been fully completed.

Step I: Registration

- Registration for St Margaret's Day School is year round with processing for the next school year beginning in late January.
- To be considered for priority processing, a registration form and accompanying non-refundable fee for each registering student is due by February 8th. No exceptions will be made.
- On February 8th applications will be processed by date received in the following order of priority:
 1. Church members with returning students and their siblings.
 2. Church members new to the school.
 3. Returning students of non-members and their siblings.
 4. Children of non-members new to the school.
 5. Date received up to February 8th.
- After February 8th, priority for the above is no longer given and space becomes available on a first come, first served basis for **ALL** registering families.

Admission

If accepted, you will receive a contract which must be returned by March 26, 2010 with last month's fee to hold your spot for the 2010-2011 academic year.

Waiting List

If a spot is not available, you will receive a letter indicating your child has been placed on a waiting list until the first day of school and the registration fee will be held until that time. You may choose to keep your child's name on the waiting list once school has started in the case that a spot becomes available. Once a spot at the school becomes available, you will be called to assess your interest and a contract will be sent to you. To remove your child from the waiting list, a request in writing should be sent to the director's office.

Step II: Enrollment Contract

Upon acceptance into the school, you will receive an enrollment contract, which must be returned signed and completed with last month's fee by March 26, 2010, to secure a spot for the 2009-2010 academic year. This is a non-refundable payment to secure your child's spot. Failure to make this payment will result in your child losing his/her space.

REFUND POLICY

The application fee is non-refundable except in cases where the child is not accepted by the school.

If you are not able to keep your child at the day school after you have paid tuition, a refund, minus the registration fee and last month's fee used to hold your child's spot, will be prorated monthly based on attendance, and returned to you.

