



Parent Handbook

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PLAY. LEARN. GROW.

Philosophy and Objectives

Woodhome Preschool Center aims to provide an effective early childhood education program that strengthens all aspects of a young learner's development. Our curriculum goals are based on the belief that a child's early years are a particularly potent time in the formation of healthy habits, attitudes, relationships, and intellectual competencies.

A balanced curriculum emphasizing both academic and social development is crucial. We strive to offer experiences that will assist young learners to become aware of his/her senses as tools that aid learning and provide concrete opportunities for early development in key areas. The classroom environments promote educational development and social interaction. Bulletin boards are kept current and functional. The exploratory areas are well defined. All these program elements are essential to help children:

- think for themselves in creative ways
- work cooperatively with other children and adults
- understand their own feelings and respond to the feelings of others
- make decisions and observe their results
- ask questions and solve problems
- grasp integral early academic learning concepts.

Educational research has shown the critical importance of the early learning years... foundations are laid for the formation of intellectual and social competencies. Knowledge is gained at a faster rate than any other period in a child's life. Woodhome Preschool Center welcomes the opportunity to provide a well-planned learning experience to all our young learners!

Hours of Operation

Woodhome Preschool Center is open from 8:00am (or earlier as needed) through the end of aftercare Monday – Friday except for designated closures throughout the year upon notification, including the following days:

- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve and Christmas Day
- The days between Christmas Day and New Year's Day
- New Year's Eve and New Year's Day
- Presidents Day
- Spring Break
- Memorial Day
- Fourth of July
- The week prior to the start of the School Year

Inclement Weather Policy

Woodhome Preschool Center follows Baltimore County Public School (BCPS) closures, within reason.

- If BCPS close: NO programming.
- If BCPS open 1 hour late: NO before care; school opens at regular time.
- If BCPS open 2 hours late: NO before care or morning school; we will open at 12pm.
- If BCPS close 2 hours early: It is at the discretion of Woodhome Preschool Center to close school early.
- The school calendar allows for up to 4 full snow days.

There are some situations where Woodhome Preschool Center will open even when BCPS is not open. Refer to school-wide communication channels for updates on openings and closures.

Arrival and Departure

- Bring your child to school on time and be sure to check your child's backpack each afternoon for wet clothes, artwork, and/or notices.

- Children will be greeted/dismissed, by their teacher, at the designated door at the beginning/end of class time.
- Children will only be dismissed to parents or legal guardians unless the teacher has been otherwise notified, and the alternate pickup person is able to show proof of identification.
- Parents are welcome to visit the Center anytime that is equally beneficial to the child and the classroom environment.

Preparedness

- Make sure your child has weather appropriate clothing.
- Flip flops are not safe for running or climbing. We recommend tennis shoes or closed-toe shoes for active times.
- Dress your child in comfortable and manageable play clothes.
- Send a complete set of spare clothes (shirt, pants, socks, underwear) in a Ziploc bag to be kept at school.
- We recommend that parents wash blankets and attachment items at the end of each week, or sooner if needed.
- All drink containers need to be leak-proof.
- For children who are newly potty trained, please make sure they have manageable clothes to make it easier to get to the bathroom in a hurry.
- **All personal items must be labeled with your child's name.**

Programming

Our school year is from September – May and follows an age-appropriate curriculum. See our *Curriculum Overview* document on our website at www.woodhomepreschool.com or ask for an email copy. Children can sign up for both a morning and afternoon session. Inquire directly to request specific accommodations or alternative options. Summer offerings vary.

2s Preschool Class (2 days) – Discovering Their World

- 9am-12pm, Tuesday and Thursday
- Children will need their own diapers and wipes.
- Follows an age-appropriate curriculum.

3s Preschool Class (3 days) – Purposeful Play and Learning

- 9am-12pm on Monday, Wednesday, and Friday
- Children must be potty trained or in a pull up if still working on potty training.
- Follows an age-appropriate curriculum.

4s Preschool Class (5 days) – Kindergarten Preparedness

- 9am-12pm, Monday - Friday
- Children must be potty trained by September 1st.
- Follows an age-appropriate curriculum.

Extended Day (flexible days in the afternoon)

- 12pm-end of school day (varies by school year)
- Inquire directly about alternative day options and cost.
- An extended learning curriculum that compliments the morning classroom themes providing enrichment to children who stay all day or who need an afternoon option.
- Quiet time is scheduled in the afternoon.
- Lunch is from 12pm-12:30pm daily and children should bring their own lunch to school.
- Extended Day is billed separately from tuition. Inquire directly about cost.

Before care

- Before care is available from 8am (or earlier)-9am daily.
- Before care is billed separately from tuition. Inquire directly about cost or see our current *Tuition and Fees* document.
- This service may be billed on a consistent basis if used weekly on a set schedule.
- Before care can be provided on a temporary basis with at least one day's notice, if possible.

Summer Care

- Available to 2 –5-year-olds, depending on the year.
- Sessions vary during the months of June, July, and August.
- The summer curriculum is theme-based.
- Inquire directly for information regarding current summer options.

**5-day morning and afternoon opportunities are available to all students 3-5 years old. Inquire directly about special scheduling needs.*

Tuition

School tuition is the given amount specific to the program based on a 36-week school year from September – May.

*See current pricing on our **Tuition and Fees** document. Signing the Parent Handbook Agreement confirms that you have reviewed the costs for the school year and agree to pay the costs associated with your child's school schedule.*

- A 10% discount applies to the full tuition when registered for both a morning and afternoon program for less than 5 days (does not include Before/Aftercare)
- A 15% discount applies to the full tuition when registered for both a morning and afternoon program for 5 days.
- A 5% discount applies to families with more than one child admitted at one time.
- Tuition can be prorated if necessary.
- A monthly payment plan of 9 payments starts on September 1st. All monthly payments received after the 7th of the paying month will incur a \$25 weekly fee until outstanding debt is paid.
- Alternate payment plans are available upon request.
- Children whose tuition is more than 4 weeks overdue may not attend school until the outstanding balance is paid.

Fees and Payments

All billing inquiries can be directed to Julie McCloskey at woodhome.preschool@gmail.com.

Non-refundable Registration Fee

- \$125 non-refundable registration/supply fee for each child. Registration fee increases to \$150 after June 1st. If you have more than one child, the second child is \$75.00 (Ex: the registration fee for two children is \$200.00 before June 1st)
- This fee secures your child's spot for the class, as well as contributes to supplies needed throughout the year.

- There is an annual re-registration fee per child for returning families.

Before/Extended Care Billing

Before/Extended care is calculated by the hour and is separate from tuition. It is billed at the end of the week or paid monthly in advance for children who utilize Before/Extended care regularly.

Payment Options

- Venmo @woodhomeprek
- Zelle @ woodhome.preschool@gmail.com
- Credit Card (fees apply; inquire directly for payment instructions)
- Cash/Check/Money Order made payable to "Woodhome Preschool Center." You will receive a receipt for cash payments. Please keep this receipt for your records.

Other Miscellaneous Fees

- There will be a \$25.00 fee for checks returned from the bank. Subsequent payments must be made in cash or money order.
- Holidays, sick days, or snow days are not discounted. Full tuition is still due as usual these days.
- If you cannot pick up your child from school by the agreed time, you must have a relative or friend come. Please notify us if this occurs. A late fee of \$1.00 per minute applies after the agreed time.

Sickness

- Do not send your sick child to school. This is unfair to your child and the other children.
- Report any contagious diseases to a teacher so that other parents may be notified of symptoms.
- Children with communicable illnesses must have a doctor's note to return to school.
- **Children with fever, diarrhea, constant running nose, severe or constant cough, or vomiting will be sent home immediately. They must remain home until they are symptom-free for 24 hours.**

- When a child becomes ill or injured, every effort will be made to contact the parents first. However, if unable to contact either parent, we will call the authorized emergency contact. It is important that all contact information is up to date.
- If your child tests positive for Covid-19, notify the school. Woodhome Preschool is not liable for positive covid results.
- Woodhome Preschool Center is required to follow Baltimore County Health Department regulations:
 - If your child is starting a new medication, the first dose must be administered by the parent at least one hour before the child comes to school.
 - Medication may be administered by a staff member only when accompanied by a completed and signed Health Department Medication Permission Slip.
 - All prescription medications must remain in their original packaging with prescribing information.
 - We cannot leave children inside unattended. Therefore, we cannot honor requests for children to stay inside during playground time.

Nutrition

- The parents provide lunch from home. Perishable items must be labeled with your child's first and last name and the date and given to the teacher to be placed in the refrigerator.
- We request that you DO NOT send in gum, hard candy, or peanut products. Water is preferable for drinks.
- The school has a refrigerator and microwave to use as needed during lunchtime.
- A snack calendar will be sent home each month, in which each child will be assigned a day to supply the snack for his/her class.

Healthy Habits

- Water is available to children whenever requested and specifically provided during snack breaks and lunch.
- Outdoor play happens twice a day, weather permitted. If the weather is not ideal (generally, below 40 degrees or above 90

degrees), physical activity will be organized indoors according to the lead teacher's discretion.

- Scheduled class bathroom breaks are a part of our daily routine. Children will be encouraged to go at this time but can ask a teacher to take them at any time necessary.
- Handwashing is essential before eating and after outdoor play.
- Children with diapers are changed as needed. No child will remain in a soiled diaper for any long length of time.
- Woodhome Preschool Center encourages and teaches social-emotional growth and well-being using classroom tools that assist children in regulating their emotions.
- If your child has food allergies, a special snack will need to be provided in a separate, marked container or baggie. A sign alerting staff of allergies is posted in every classroom.
- Each child will develop a sense of independence and belonging by having their own cubby space.
- Children who attend our morning and afternoon programming will have quiet time for approximately 30 minutes after lunch. All children participate in quiet time, but they are not required to nap.

Behavior

Woodhome Preschool Center strives for a proactive, not reactive, approach to behavior and social-emotional growth. Our 4-step Positive Guidance Behavior Plan is as follows. These techniques will be used separately or together according to the situation.

1. **Relax** – child will be calmed down in a reasonable way using the calming corner or taking deep breaths
2. **Reflect** – child will be asked to reflect on the incident or actions that created the behavior issue or “big feelings”. Sometimes this requires a break in our “break chair”
3. **Redirect** – child will be redirected to a more positive and productive activity or location in the classroom
4. **Reiterate** – child will be reminded of the rules of the classroom

Woodhome Preschool Center will provide choices to children to give them opportunities to make decisions and guide their independence. We

understand that choices communicate to children that they have some control and responsibility over their actions. A sense of responsibility helps increase interest, attention, participation, and overall engagement in daily activities.

Some lead teachers may use a reward system to encourage positive behavior. Children will receive a stamp/sticker at the end of each day. This indicates that your child demonstrated positive behavior for most of the day. If a child does not receive a stamp/sticker, your child's teacher will notify you at dismissal or write a note home. A lead teacher will communicate directly with a child's parent if there are consistent behavior issues.

Biting Policy

1. **First bite:** The parents of both the child who is bitten and the child who bites are contacted.
2. **Two bites (or attempted bites):** The child will be removed from the classroom and sent home for the remainder of the day. A parent-teacher conference will be scheduled, and a plan will be implemented.
3. **Three or more bites (or attempted bites):** The child will stay home from preschool while the school modifies plans to address the issue. The time away from school will be determined by the Lead Teachers and Director.
4. **Continued biting (or attempted biting) beyond what is outlined above may result in extended leave or dismissal.**

Other Inappropriate or Disruptive Behaviors

Woodhome Preschool Center reserves the right to use the procedure above to address other harmful or disruptive behaviors as needed with a similar 4-step approach. We are committed to working in partnership with families to support healthy social-emotional development. We reserve the right to dismiss a child if it is in the best interest of the school.

Toys from Home

- We ask that no toys from home are brought to school, except for the very beginning of the year to ease transition and unless otherwise requested by a teacher.

- All items brought to school from home must have your child's name on it. The school is not responsible for lost or damaged items.
- Guns, war toys, or other toys of destruction are not allowed.

Inclusion

Woodhome Preschool Center supports individual differences and perspectives. Children with disabilities and children with special health care needs are afforded the same opportunities when they are enrolled. We are committed to fostering a pathway for success for all children in our preschool within the limits of the staff's expertise. **We are unable to provide constant and consistent one-on-one care for students.**

Woodhome Preschool Center welcomes support professionals to visit the classroom with permission from the child's guardian. If a child has an IEP (Individual Education Plan) or IFSP (Individual Family Service Plan) we will request a copy of those plans, or information from those plans, for any child currently enrolled, so we can provide further support in the classroom. Woodhome Preschool Center teachers can make a referral after a discussion with a child's parent/guardian if it is in the child's best interest. Woodhome will work with families and specialists to provide the best outcome for the child and forge an open line of communication with families.

Communication

Conferences

A conference regarding a child's progress can be requested at any time. Questions or concerns should be addressed with your child's lead teacher. Conferences will be requested within the first 2-3 months of the first day of school if the lead teacher sees any immediate concerns. A progress report will be sent home toward the end of the school year. After receiving the progress report, a conference with the lead teacher is encouraged and initiated by the lead teacher.

Enrollment Checklist

Several forms accompany the registration process in accordance with Woodhome Preschool Center and Maryland Childcare Administration. Completion of these forms are required before the end of the child's second

week of school and will typically be distributed after the registration form and deposit are received. Refer to Woodhome Preschool Center's *Enrollment Checklist* to complete enrollment.

School Year Information

Important information is posted outside of each classroom including a Curriculum Map, Daily Schedule and other pertinent notes. A resource board is also available in the preschool hallway. Each student has a folder that is used to communicate back and forth with school. Timely information is also distributed via social media and email throughout the school year.

Incident Reporting

Noteworthy Incidents and injuries will be reported directly to the parent/guardian who picks the child up at departure, via communications in the child's folder or via email. An email/phone call will also be made directly to the primary parent if the injury requires medical attention. Incidents may be further documented with an incident form, if needed. Woodhome Preschool Center follows common first aid procedures.

Social Media

With your permission, your child's teacher may share pictures of the class on a private Facebook page specifically for the school year (see *Permissions and Agreements* section). Woodhome Preschool will not post pictures to a public site without direct permission from a parent. Find us on social media:

- Facebook @WoodhomePreschoolCenter
- From our public Facebook page, you can request to be added to the applicable school year's private page via "Groups"
- Instagram @WoodhomePreschoolCenter

Safety Preparedness

In the event of an emergency, Woodhome Preschool Center has policies in place to keep children and staff safe. Woodhome Preschool Center has a disaster recovery box which includes emergency supplies and a binder of procedures to be used in an emergency. Staff will do comforting activities during the event to keep the children calm and engaged. We will quickly communicate via email to notify families of important information and

initiate evacuation protocols if advised by emergency responders and/or law enforcement. In the event of an evacuation, we have identified offsite locations where children will be safely relocated. We will communicate via email with instructions for reuniting with your child as soon as possible.

Fire Drills and Emergency drills occur once a month. Children evacuate to the retaining wall directly across the parking lot from the Preschool. Drills are recorded in our roll book and on a record sheet for Childcare Administration.

In extreme circumstances, it may be advisable for Woodhome Preschool Center to evacuate the premises. If that is the case, children will be evacuated to Midas Tires at 1772 East Joppa Road, Parkville, MD 21234.

Miscellaneous

- There will be field trips during the year, as permitted. Each child needs to have a chaperone for the trips. Signed permission slips must be returned before the field trip. By signing the Handbook Agreement, permission is granted to all special events held at Woodhome Preschool Center.
- Participation in fundraising is optional.
- We have scheduled picture days at least once a year. Parents will be notified in advance. There is no purchase obligation.
- We reserve the right to add, change, or delete policies as necessary to ensure the health, safety, best interests, and smooth operation of Woodhome Preschool Center and its families and staff. This also includes the right to terminate an enrollment to ensure the smooth operation of our programming.
- The school calendar and school events may be adjusted or cancelled in the best interest of our students and staff.
- Woodhome Preschool Center has a full copy of the Maryland Childcare Administration Rules and Regulations available to parents upon request. A copy of the *Guide to Regulated Care* is distributed with our registration packet in compliance with Maryland Childcare Administration requirements.
- Birthdays may be celebrated with a simple party consisting of a special treat sent in by parents. Parties are held in the child's class

during their snack time. Consider the age of the child's class and allergies when providing food.

Permissions and Agreements

Please sign the below agreements and return this page to school.

Child's Name

1. Photo Release Permission

A parent/guardian can give permission to the Woodhome Preschool Center to take pictures of his/her child during the school year. The two main reasons include:

- For classroom use to aid in your child's learning experience via arts and crafts or educational activities.
- To show pride in your child's work, individually or as a class, by sharing it on a private social media page specifically used for the school.

By signing the Photo Release Permission section of this document, parents and guardians have the option to confirm or deny photo release permissions. If a signature is not obtained to confirm permission, your child's picture will not be shared.

- **YES!** I give Woodhome Preschool Center permission to take pictures of my child for the uses listed above.
- **NO,** I do not give Woodhome Preschool Center permission to take pictures of my child at any time.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Child's Class

2. Handbook Agreement

I hereby agree to comply with the rules and regulations of Woodhome Preschool Center regarding fees, payments, attendance, health, and all items specified in the *Parent Handbook*.

I hereby agree to complete all forms that accompany the registration process as required by the Maryland Childcare Administration and Woodhome Preschool Center. I confirm that I received a copy of the *Guide to Regulated Care* in compliance with the Maryland Childcare Administration requirements. I confirm that if my child is in the 2s program, I received the *Infants and Toddlers Program* brochure.

I hereby understand that Woodhome Preschool Center's policies and other health related procedures are subject to change in compliance with the MSDE (Maryland State Department of Education).

I hereby agree to notify Woodhome Preschool Center at least two weeks prior to withdrawal or change in schedule and understand that failure to do so may result in additional fees.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date