



2021-2022

Parent Handbook

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St. Margaret's Day School is an active member of the National Association of Episcopal Schools. The overarching theme of St. Margaret's Day school is to give each child their own share of love, understanding, guidance and instruction in an Episocial environment.

St. Margaret's Day School admits children ages two through six and their families regardless of race, color, gender, sexual orientation, gender identity or expression, religion, or national origin.

Our Program Philosophy

Young children are eager to learn. St. Margaret's Day School provides children with an opportunity to learn about themselves and the world around them. The school will expose the children to different learning experiences and give them ample opportunity to explore, to think, to experiment, to create, and to feel successful.

A young child needs to have the opportunity to grow 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 caring people.

Each child is unique and develops at their own individual rate. The curriculum must reflect each child's own needs, interests and level of development.

Experiences are provided that help children become self-reliant, self-motivated and self-assured. Children are encouraged to reach their fullest potential in a safe environment filled with friends.



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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. At SMDS children explore a 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 and excited about who they can become.

We welcome all children and do not have an entrance requirement. We accept and work with children who may have special health care needs or disabilities. Our staff is highly trained and we work collaboratively with your family and local professionals to meet the goals set on IEP's and IFSP's.

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 explore the world around them. In addition, each age/grade level includes special thematic units with developmentally appropriate goals and objectives and age appropriate curriculum. Our Kindergarten curriculum includes the McGraw Hill Reading Wonders program and Envision Math curriculum; our Pre-Kindergarten program uses the Frog Street Press curriculum; our 4's program uses the Children Study Their World curriculum; the 3's program instructs with The Letter People curriculum; and the 2's program instructs with Zoo Phonics curriculum. We have created four modules based on the Engineering Design Process that include Science, Technology, Engineering and Math (STEM). We incorporate technology into all of our classes for ages 3 and up.

St. Margaret's Day School is also a NAEYC accredited, MD EXCELS level 5, MAEOE Green Certified school and is housed in a LEED Silver building with a full environmental curriculum. Our outdoor learning area is also a Monarch butterfly Waystation and a certified National Wildlife Habitat.

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 offer information and resources about SMDS programs, community programs and events, and community resources in our foyer on the education table and we encourage you to look for new and updated information frequently.

We look forward to a fabulous year with your child and your family!

CONFIDENTIALITY

At SMDS we respect the privacy of all children and their families, staff and volunteers. All personal records relating to children and their families, staff and volunteers will be treated in a strictly confidential manner. Our regulatory bodies require certain information to be collected. We disclose personal and sensitive information to the staff for the specific purpose of administration and education of your child. All information is kept privately and securely in the office. Information will not be disclosed to outside parties without the express permission of the child's parents or legal guardians. The only exception to this policy is when the child's safety and welfare are at risk.

SCREEN TIME

In circumstances where online learning is in operation; home screen time usage will increase, in person learning times will strictly adhere to this policy

We have a NO screen time policy for our 2's class. For our 3's classes: iPad use directly connected to the curriculum for learning purposes only will occur for no more than 15 minutes once a week. There will be no other screen time. For our 4's and Pre-K classes: iPad use directly connected to the curriculum for learning purposes only will occur for no more than 20 minutes once a week. Desktops with research based curriculum practice will be available several times a month during "center" time. Once a month, each 4's class will have the opportunity to utilize the interactive technology table in order to practice learning games, watch short curriculum based learning videos and participate in interactive storytelling. There will be no other screen time. For our Kindergarten classes: iPad use directly connected to the curriculum for learning purposes only will occur for no more than 20 minutes once a week. Desktops with research based curriculum practice will be available several times a month during "center" time. Daily the technology table may be utilized to practice learning games, watch short curriculum based learning videos and participate in interactive storytelling.

SOCIAL MEDIA AND PUBLICATION OF PHOTOS/VIDEOS

NO picture of any child at St. Margaret's Day School, whether during the school day or outside of school, shall be posted on any social media outlet/website by any staff member at SMDS. Only those who have given permission will have their child's picture on the SMDS website. SMDS staff members may not be "friends" on facebook or any other social media outlet with current families of the school. No pictures or videos that include children other than your own, taken at SMDS events by staff, parents, friends or relatives may be posted on any social media.

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 sure you indicate that on the permission to publish form.

We use a parent communication app called Kaymbu. Through Kaymbu daily photos, weekly newsletters, and monthly calendars will be sent home. Cameras may be used by the staff in the classrooms to document (through pictures) different learning activities. Pictures of individual children will be protected and shredded or sent home. If there is a signed "no photography" request from the family, this will be honored. Please remember that there is a photography permission form for classroom use and a separate form for "publicity". Pictures of children will be deleted from personal phone's immediately after printing or downloading it to a school computer.

PROGRAMS OFFERED

Children are developmentally grouped by age. Younger children are typically in the morning of the half day classes and older children are typically in the afternoon. We use the September 1st cut off as our guideline.

Two Year Old Classes: Must be two by September 1st.

A morning and afternoon class is offered on Tuesdays and Thursdays. Student placement is at the discretion of the Director. Children are not required to be potty-trained.

Three Year Old Classes: Must have turned three by December 31st.

A morning and afternoon class is offered on Mondays, Wednesdays, and Fridays. The classes are divided by age at the discretion of the Director. Children are not required to be potty-trained.

Half Day AM Fours Class: Must have turned four by December 31st.

Student placement is at the discretion of the Director. Classes are held Monday through Friday.

Pre-Kindergarten and Full Day Four/STEM Class:

Two classes are offered Monday-Friday; One traditional class and one STEM enrichment class. Student placement is at the discretion of the Director.

Kindergarten Class:

MSDE approved and licensed. One class of Kindergarten students is offered Monday –Friday.

SPECIAL PROGRAMS

JUMPBUNCH: Weekly physical education program based on best practices for early childhood education.

CHAPEL: Once a week songs and lessons taught by SMC clergy.

MUSIC: Once a week classes taught by Music Together, a program for children taught through research based curriculum.

SPANISH: Once a week classes for children in the 3's and up.

REQUIRED PAPERWORK

Before the first day of school, all students will be required to have paperwork on file in the school office. This includes but is not limited to; health & emergency forms, health inventories and immunization records as well as any permissions or liability waivers. These can be found under “parent resources” on the website. Most can be filled out online and must be updated every subsequent school year.

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.

REGISTRATION

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

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

Kindergarten registrations will be accepted beginning in October for all students.

This registration is first come first serve with no priority given.

Step I: Registration

Registration for St. Margaret's Day School is ongoing with processing for the next school year beginning at the beginning of January for in house registration and in late January for new families.

To be considered for priority processing, a registration form and accompanying non-refundable fee for each registering student is due in early February. No exceptions will be made past the due date.

Applications will be processed by date and time received in the following order of priority:

1. Returning students and their siblings.
2. Parishioners
3. Children of new families to the school.
4. Date received up to the February deadline.

After the February deadline, priority for the above is no longer given and space becomes available on a first come, first served basis for **ALL** registering families.

Step 2: Admission and Enrollment Contract

If accepted, you will receive a contract which must be returned by the March deadline with the last month's tuition fee (which is non-refundable) to hold your spot for the upcoming academic year.

Translators are provided at no cost if requested. *

WAIT LIST

If a spot is not available, you will receive an email or phone call indicating your child has been placed on a wait list until the first day of school and the registration fee will be held at that time. You may choose to keep your child's name on the waitlist 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 waitlist, a request in writing should be sent to the Director's office.

REFUND POLICY

The application fee is non-refundable except in cases where the child is not accepted by the school. The last month's fee is also a non-refundable fee. 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.

FACTS PAYMENT

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 August 1, 2021
2. Tuition paid in monthly installments on your choice of the 5th or the 20th of the month. Payments begin in August.
3. Tuition paid on a semiannual basis, September and February
4. No tuition checks will be accepted through the office unless it is full payment before August 1st.

Visit the website to begin the process www.stmargaretsdayschool.org

COMMUNICATION

Each child will have a communication folder that goes to and from school every day. All papers and activities will be sent home daily. We use a parent communication app called Kaymbu. Through Kaymbu daily photos, weekly newsletters, and monthly calendars will be sent home. Personal emails and personal phone numbers will never be given to parents, always use Kaymbu to communicate to and from school, or the office phone. If you ever need to have a meeting with a teacher or a phone discussion, please use the communication folder to alert the teacher or respond to a Kaymbu message and they will respond to your request within 24 hours.

Formal progress reports will be filled out three times a year and conferences scheduled once a year and offered a second time in the spring. Each class will have a volunteer sign up list to access for help. Each class will have assigned room parents to help with parties and events.

If a situation arises in which difficulties in communication occur between a particular staff member and a family, a private meeting can be arranged to resolve any issues. If this does not resolve the situation then the Director can be contacted to assist.

PROGRESS REPORTS/ASSESSMENTS

Initial screening assessments are given at the beginning of each year. We use the ESI-R screening assessment as well as Ages and Stages. Norm referenced, valid and appropriate screenings and assessments will be given to different age groups at different times of the year. The purpose of assessments is to help guide the curriculum pace for the year and to provide for overall program improvements, classroom teaching improvements as well as individual child improvements. Teachers have been trained to assess the children through the Early Learning Assessment Program as well as the Maryland State Department of Education Developmental Screening Program. Report cards are issued three times a year. The assessment and screening results will be shared with families at conference time. Hearing and Vision screenings are given by the Health Department every year.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held at least twice each year in November and May to discuss each child's progress, and winter conferences can be arranged on an as needed basis. 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 folder, message the teacher through Kaymbu or contact the Director.

DIRECTORY AND CLASS ROSTERS

Early in the school year, the School Directory will be distributed to each family. The names of the students, 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.

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.

(Please see health policies/pandemics section; in the case of a pandemic; in house visitations will be limited or nonexistent)

EMERGENCY PROCEDURES

The safety of the children is our top priority. St. Margaret's is a secure facility. The exterior doors are locked at all times and all people entering the building must be buzzed in by a staff member only. Cameras are present all over campus, an overhead paging system and emergency lock down doors are also installed in each classroom.

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 later find that 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 monthly and shelter in place drills will be held twice a year in compliance with the fire department of Anne Arundel County standards and MSDE regulations. Students are taught appropriate procedures and proper behavior during these 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. Fire Extinguishers should only be used to aid 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 and health information up to date with the school office. This must be renewed and updated each year. 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 and provided for the parents as well. 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 behavior, poses a threat to other children, or is continually disruptive, he/she may be asked to find a quiet spot or safe place. 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.

PARTNERSHIP WITH PARENTS

Here at St. Margaret's Day School, we have a strong working partnership with parents to consistently reinforce the school's expectations to ensure each child's success. Our school complies with federal and state civil rights laws. Parents are kept informed by their child's teacher about any decisions made in response to a child's misbehavior so that they can work together in the best interests of all children to ensure expectations for behavior are clear.

We aim to include, not exclude, and we approach all challenging behavior in a supportive and positive way. We recognize that such behavior can sometimes be symptomatic of a real, deeper need for our support and understanding. All children can go through times of inappropriate behavior, and we strive to never "give up" easily on a child as we recognize that each person has a unique contribution to make to school life and we want to support them to achieve this. St. Margaret's Day School does not use suspension, expulsion, or any other exclusionary measures. After observing and assessing patterns of challenging behavior in a child, an action plan will be designed and agreed upon by the child's parents and teachers.

If and only if strategies that are put in place are not effective, and we have exhausted all possible avenues, assistance, and interventions from teachers, parents, and outside resources and the child poses serious risk of harm to the education or welfare of the pupil or others in the school, will exclusionary measures be considered in the best interest of the child. St. Margaret's Day School will offer assistance to the family in accessing services and an alternative placement. It is important that we keep a professional relationship with the families at SMDS. Under no circumstances is using staff at SMDS for babysitting or nannying acceptable.

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 in reference to these events. Room parents will be assigned for class parties at various times of the year. Due to space, safety and licensing guidelines siblings are not allowed to attend classroom parties, please make other arrangements for siblings on these days.

INCLEMENT WEATHER CLOSINGS FOR A TYPICAL SCHOOL YEAR

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. This is for the first day only, please check with us for subsequent days.

If Anne Arundel County dismisses early, we may dismiss early as well. The Director will make this decision.

If Anne Arundel County cancels after school activities due to weather, aftercare may be cancelled as well. The Director will make this decision.

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. SMDS contracts with a Pediatric Nurse Consultant to inspect and approve all of our health policies.

If your child is under-immunized, please notate this with a description of why on his or her health records. Any under-immunized students may be excluded from care if a vaccine-preventable disease occurs to which children are susceptible.

If a physician has ordered a special medical management procedure for your child, an adult trained in the procedure must be on-site and must be provided by the parent.

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.

If your child gets ill at school, he/she will come to the office where we have a rest area for them. We will call you immediately for pick up in this case.

Your child should be free of a fever, vomit and diarrhea 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.

*See policy addendum for pandemics for extended 48 hour rule. *

If your child needs medicine administered while at school please bring the medicine to the office and fill out a medicine administration form. The Director will keep it in a locked box and administer it according to the instructions.

As part of the pre-kindergarten and kindergarten curriculum, SMDS incorporates age-appropriate education using "Safer, Smarter Kids" curriculum to teach awareness and prevention of sexual abuse and assault.

Please remember that SMDS is a smoke free campus at all times!

CHILDRENS AND FAMILIES HEALTH POLICY FOR PANDEMIC AND OTHER HEALTH DISASTERS

Updated policy addendum 5/1/2020

Procedures for operation during outbreaks of infectious disease to include by not limited to COVID-19 and pandemics.

SMDS will:

- Implement temperature and physical screening procedures upon arrival. Thermascan and thermometers will be utilized. Staff, children or parents/guardians who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility. Additionally, children will be excluded from coming back to school until they are fever free for 48 hours without medication (tylenol, motrin or any fever reducing medication).
- Monitor all staff and students for signs of acute illness, vomiting, diarrhea and fever.
- Isolate, restrict from activities and arrange first aid for any staff or student in attendance that becomes ill while in the facility/school/camp to prevent communication of illness to others. Direct supervision will be provided at all times.
- Implement social distancing strategies to include some or all of the following: reducing class size and/or ratios, modifying or reducing schedules and/or attendance, limiting the mixing of children, staggering playground times, staggering arrival and drop off times, limiting direct contact between parents and staff members, limiting visitors and special programs for in person instruction. This includes the use of a carpool drop off if deemed necessary for high risk periods of time.
- Intensify cleaning and disinfecting procedures daily to include a handwashing station to be used upon entry for all staff and students, disinfectant wipes and gloves to be used when pens or equipment is exchanged or shared. Additional cleaning of surfaces and materials as well as possible use of UV light to aid in the sanitizing of rooms, toys and equipment throughout the day.
- Continue thorough daily sanitation of the building through our paid professional cleaning company.
- Implement frequent and continued use of disposable gloves with proper use and removal when assisting students with snack, lunches, and general hygiene.
- Implement more frequent and stringent handwashing procedures as well as increased use of hand sanitizer when necessary.
- Maintain an adequate ratio of staff to children to ensure safety.
- When feasible, require staff members and older children to wear face coverings within the facility/school/camp. Cloth face coverings will NOT be put on children age two or under because of the danger of suffocation. This will be evaluated on a class by class as well as individual basis. Guidance says that children don't appropriately wear face coverings until the age of 5 or 6. Face coverings must be provided by the family and must follow proper cleaning and sanitizing procedures daily.

Any decision about temporary closures of St. Margaret's Day School programs or cancellation of related events will be made in coordination with federal, state, and local educational officials as well as state and local health officials.

SCHOOL CLOSURE/ELEARNING AND TUITION POLICY FOR PANDEMICS AND DISASTERS

Handbook policy update 5/1/20:

The St. Margaret's Day School "Disaster Policy" covers all disasters to include the following by not exclusively: Disaster/Covid-19/pandemics/acts of God/natural disasters/war.

The policy has two parts: Learning possibilities/scenarios and tuition options.

When in person learning is interrupted by a "disaster" and schools are closed temporarily and/or student/teacher ratios must be reduced; the following options may be utilized to keep the continuity of learning for students and families as well as to keep school/family relationships strong and connected.

A. E-Learning

When a temporary closure begins for a disaster that may last more than one instructional week (and all emergency make up days have been used), E-learning will begin immediately for all students and families.

E-learning is the use of Google classroom, Virtual meet-ups, Virtual office hours and the Kaymbu App to continue lessons, socialization, health and mental support and best practice guidance to students and families.

Other alternatives, possibilities or scenarios that may be used in disaster declarations.

1. Staggered entry times to limit the mixing of groups and children/students.
2. Reduced class sizes/ratios-smaller groups of children/students on rotating schedules.
3. Reduced schedules-shortened schedules to allow for multiple smaller size classes to meet daily or on their regularly scheduled days.
4. Alternating days of attendance for all classes-smaller groups attending a reduced amount of days.

B. Tuition options-when a temporary closure extends for 30 days (one month) or more the following options will be available. Written notice will be given to all families and each family must choose to participate in one of the options listed below.

For the purpose of contract and tuition discussions; the refund reference is calculated by dividing the full tuition payment for the school year into 10 equal payments. Any family that is suffering a financial hardship due to loss of income is encouraged to apply for an emergency scholarship.

Scholarship requests should be sent directly to the Day School Board Chair.

Options:

1. Full tuition payments continue and full E-learning platforms are available for your child/student and family. This option requires you to take no action, you will be automatically enrolled. All Kindergarten students are required to accept this option.
2. E-learning may not be a suitable option for some families/children/students. You may choose to opt out of E-learning options and reduce one of the 10 payments of tuition for the year by 50%. This will retain your child's place in their current class when the

temporary closure is lifted. This option has a limit of 2 ‘one month’ closures of tuition reduction (you may only use the 50% reduction two separate times).

3. Student withdrawal. You can choose to withdraw your student, discontinue E-learning as well as in person learning when the temporary closure is lifted. A one month notice of intent to withdraw is still required. Tuition will be prorated (for those on a payment plan) or refunded (for those that paid in full for the entire school year) for the remaining amount of tuition owed. Registration fees and last month fees paid are still non-refundable.

St. Margaret’s Day School is a non-profit organization (503-C). We are a financially independent business from St. Margaret’s Church, though we are still a mission of the church. Our teacher salaries are tuition dependent. As a nationally accredited program through NAEYC as well as a MD EXCELS program rated at the highest level (level 5), our degreed teachers will not qualify for unemployment. It is the mission of the school and board to keep our teachers employed and working to keep your children learning and your families supported during any temporary closure or “disaster”.

ARRIVAL, DEPARTURE AND PROMPTNESS *Typical School Year*

While we are unaware of what the 2021-2022 school year may bring, during a typical school year arrival/dismissal operates as follows:

PLEASE BE ON TIME FOR THE BEGINNING OF EACH SCHOOL DAY! School starts promptly at 9:00AM for morning classes and 12:30 pm for afternoon classes. There is nothing more intimidating to a child at the beginning of the day than to have to come into the middle of a class time. The interruption is also disrupting and discourteous to the other students and to the teachers. If you are late, please drop your child off at the office to be brought to the classroom.

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 office. Consistent lateness will incur charges. All children will be moved to the aftercare room at 3:05pm. Please remember that when you are late, you are interfering with the teachers planning/lunch time.

We will not release your child at the end of the school day to anyone not authorized on your Emergency form. We require a picture ID of anyone that is not the child’s parent or guardian. Please fill out a change of information form if you have any changes to make on your emergency form after it has been initially filled out.

EXTENDED CARE *Typical School Year*

While we are unaware of what the 2021-2022 school year may bring, during a typical school year extended care operates as follows:

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 healthy lunch and drink to school (water bottles provided at school will be offered at all snack and lunch times). Extended Care fees are paid through Punchpass on our website under “parent resources”. You can purchase punch cards in allotments of \$35, \$70 and \$140. Extended services cost \$7.00 an

hour and are divided into half hour increments. Anything more than 10 minutes will be punched as a half hour.

After care ends promptly at 5:30/6:00 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 5:30/6:00 PM. This charge will be assessed and collected when picking up your child.

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 office at 410-757-2333 or email the director.

PARKING, FIRE LANE, & HANDICAP SPACES

For the safety of your children, please follow the signs and guidelines for parking on St. Margaret's Campus. Please use the crosswalks and sidewalks to get your children safely to and from the school.

Please remember to turn off vehicles and not leave them running. Please also remember that children should NEVER be left alone in the car while picking up a sibling.

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/tag owners **only**. Please use the front parking lot if you have multiple children to get in and out of the car.

LUNCH ITEMS

Please be aware that we are a **NUT FREE SCHOOL**. No nuts of any kind can be sent in lunch to school. Please remember our dietary guidelines as well as packing a healthy balanced lunch for your child that follows the same guidelines we set forth in our snack policies. The school monitors the lunches sent from home and will supplement with nutritious food when necessary to make sure they are receiving a balanced meal. Please read your labels carefully. Things processed in a nut plant cannot be consumed at school. If your child has other food allergies or health concerns, please let us know and we will make accommodations to the best of our ability. Water bottles are provided with fresh water at each snack and meal time.

SMDS provides every student with a reusable water bottle. The bottle is labeled with your child's name and stays at school for them to use. We clean them daily. For children that stay for lunch, we provide mesh bags labeled with their name for their lunch items to be placed in. This helps follow our Green Program in reducing waste. We also suggest using a Bento box for lunch packing. This is another method of reducing packaging and thus waste.

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 that follows the same guidelines we set forth in our snack policies. The school monitors the lunches sent from home and will supplement with nutritious food when necessary to make sure they are receiving a balanced meal. We cannot heat up their food, but we will refrigerate all dairy products, and other perishable items. All foods that are touched and opened by the children will be discarded if unfinished.

SNACKS

Healthy snacks are provided by the school. The snack menu is posted on the parent information board outside each classroom. Snack items include a variety of fresh fruits & vegetables at least 4 times per week, whole grains 4 times a week, hummus and yogurt, 1% milk, juice, and water. SMDS limits fat, sugar and salt in their snack offerings. Please make arrangements with the Director to provide special snacks for a child with food allergies. SMDS contracts with a registered dietician who inspects our food policies and menus twice a year.

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 cookies or ice cream sandwiches in the classroom provided by the school. A \$10 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.**

TOILET TRAINING

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 clearly labeled diapers and wipes for your child.

PROPER ATTIRE 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 (appropriate to the season) and in a labeled plastic bag to be left at school or in the child's school bag. Sturdy, closed toe shoes are most important. Sandals, slippery party shoes or cowboy boots are safety hazards.

CHILDREN'S ART PROJECTS AND PLAY

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. We offer school uniform options through Land's End and school spirit wear in the office as well.

SCHOOL PICTURES

Each year both individual and class pictures will be taken in the Fall and Spring. You will have the option of purchasing them. Dates and reminders about appropriate dress for pictures will be distributed by your child's teacher.

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.
6. Ensure that all children for which you are responsible are present and accounted for before you leave, upon arriving, during any and all transition times, when departing and upon the return to school.

INSECT REPELLENT/SUNSCREEN

We will apply as needed, Natural Deet-Free Insect Repellent to all children. By signing the form provided in the back of the handbook you agree to this policy. If you would prefer the teachers not apply this product please sign accordingly and provide your own insect repellent in a ziplock bag with your child's name clearly labeled.

We do not provide sunscreen. If you would like your child to have sunscreen please provide it in a ziplock bag with the child's name clearly labeled.

COMMUNITY RESOURCES AND ADDITIONAL INFORMATION

Community resources as well as Community event information is always available on the foyer table. Free accessible program information such as Anne Arundel County Child Find referral information, the public Library What's Happenings catalogs, Chesapeake Family magazines, St. Margaret's Church schedules, as well as information on the Department of Natural Resources and Maritime Museum offerings are available and information is assessed and monitored on a monthly basis. See the director if you would like more information on specific referrals, special needs, grief counseling or pastoral care, so that she can guide you to the appropriate and available resource.

NEED MORE INFO OR HAVE A QUESTION?

At St. Margaret's Day School and within our school community, 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 email or call the Director at 410-757-2333.