

**HARUNDALE
PRESBYTERIAN
WEEKDAY
SCHOOL**

**PARENT'S
HANDBOOK**

Weekday School Staff:

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Philosophies and Objectives of the Harundale Presbyterian Weekday School

1. We believe that children learn by being nurtured through love, discipline, and reasoning; by being exposed to problem solving situations; and by becoming aware of themselves and the world around them.
2. The purpose of the school is to help children feel comfortable in a situation outside the home, to learn to function in a group, to be able to follow instructions, and to get along with other children.
3. We rely on certain methods to achieve the above. We use teacher directed activities, which allow for the child's creativity. We provide materials in the classroom that allow the child to have new experiences and develop problem-solving skills. We provide opportunities physically, emotionally, and socially.
4. The spirit of Christian love will underlie all the relationships of the school.
5. The school is a supplement to, not a substitute for, the home. It is designed to help the modern home meet certain definite growth needs by providing the child with regular association with others of his/her own age and maturity. The school is planned and equipped for the child with thoughtful and loving guidance of mature Christian persons trained to promote his/her best development. It provides the preschool child with meaningful experiences that will help bridge the gap between home and elementary school.
6. The school is organically a part of the total program of the church and is therefore under the direction of the Session through the Christian Education Committee and the Nursery School Board.

The school is accredited and certified through the Maryland State Department of Education. HPWS provides instruction in Language Arts, Mathematics, Science, and Social Studies, by teachers holding a bachelors degree in education. The maximum ratio of students to teachers is 8:1 in the four-year-old classes and 7:1 in the three-year-old classes. The school is open to all children regardless of race, color, or national origin.

Weekday School Policies

A monthly tuition fee set by the Advisory Board will be charged on a monthly basis and is due the first of each month from September to April. Tuition for the month of May is paid at the time of registration. There is a discount if the entire year's tuition is paid before September 1st of the current school year. A late charge of \$5.00 will be assessed if the tuition payment is not postmarked by the fifth of the month. An extra \$5.00 will be charged for every 5 days that the tuition payment is late after the fifth of the month. No refunds will be given, except in the case of paying the year's tuition in advance and a month's notice is given to the director. This is done at the discretion of the Advisory Board. The child may be dismissed if payment is not kept up. The tuition payments are to be sent to the treasurer of the Advisory Board. Consult your tuition flyer for further details. Please do not give the tuition payments to the teachers.

School starts at 9:30 am dismissal is at 12:00 noon. In order to assure a safe and orderly dismissal of the children, parents are asked to park their cars, enter the building and wait outside their child's classroom until the door is open for dismissal. The teacher will then dismiss the children one at a time to their parents. The following guidelines should be followed at all times:

1. Please do not enter the building before 11:55 am. There are times when the children will be moving in the hall from one classroom to another before dismissal. This will be much more difficult with parents in the hallway.
2. The children need to be supervised at all times when leaving the building. Cars will be arriving and departing at random so the parking lot will be a busy place. Please follow the painted arrows when entering and leaving the parking lot and use extra caution during inclement weather.
3. If you need to pick up your child before the regular dismissal time, you must notify the teacher that morning.
4. If someone other than the regular driver is picking up the child, the teacher must be notified and given a description of said person. That person may also be asked to provide some form of identification. Please call the school secretary and leave a message for the teacher if you have car or other last minute problems that will cause you to be late picking up your child.

Thank you for your cooperation.

Our inclement weather policy is as follows: When Anne Arundel County Schools are closed due to inclement weather we will also be closed. If a one or two hour delay is announced we will be open at our regular time. Please check your local radio and TV stations for the closing announcements. You may check our web site: www.myhpws.org for up-to-date closing information.

The Health Inventory Form and Immunization Certification Form for all new students are due on orientation day. Suspension letters will be sent out to parents for any missing or incomplete forms and the child will not be able to attend classes after the date listed on the letter if the forms are not returned by that date. This is in accordance with the county health policy.

Important Information

Please read the monthly newsletters and keep them for reference. They contain important updated information, with times, dates, and any changes to our schedules. You may access information and download permission slips on our school website: www.myhpws.org.

We require 160 days in our school year. There are 164 scheduled. If we have more than 4 snow days, they will be made up at the Easter break or at the end of the school year. If we do not use the snow days the calendar may also be adjusted.

Please label your child's jacket, hat, mittens, etc. Initials on the tag at the back of the neck in indelible ink are fine.

Help your child by writing his/her name with a beginning capital letter and the rest small (i.e.: Janey not JANEY). This is how he/she will be taught in Kindergarten and how we will be writing it.

Let your child's teacher know with a note or by calling the church office if someone other than his regular driver will be picking him up from school.

Please have your child go to the bathroom right before coming into the classroom each morning.

Make sure babysitters know school policies and any changes in our daily routine. Ask them to read this handbook.

When we go on our field trips, we ask parents to help with transportation and chaperoning. All children need to be transported in safety seats on all school trips. Permission slips will be sent home several weeks before each trip, and will also be available for download from our website.

We discourage children from bringing toys from home into school. The risk of loss is great, and there are always others who want to try it out. We have plenty of equipment in the rooms to keep everyone busy. Also please leave candy, gum, and any other snack foods at home. It only causes problems with the other children.

Please do not bring your child to school if he/she is sick. At this age, the children are very susceptible to illnesses. You will be asked to take your child home if we feel they are too sick to be around others.

Please do not dress your children in their Sunday best clothes except on program days. Even though the children wear smocks, paint sometimes gets on their clothing and they may also get dirty during outdoor play. The best shoes to wear are sneakers. Please do not have your child wear clothing with drawstrings as it may cause playground injuries.