



2017 – 2018 Parent Handbook

**THE LIONS' PRIDE**  
A PRESCHOOL AT MOUNT AIRY CHRISTIAN  
ACADEMY

## **Preschool Daily Schedule**

8:30-8:45	Free play
8:45 -9:05	Circle Time: Theme-based books, songs, poems, and instruction
9:05-9:35	Table Centers: fine motor, puzzles, play dough, writing, craft
9:35-9:55	Morning Meeting: calendar, weather, daily
9:55--10:05	Snack
10:05-10:45	Center Time: dramatic play, blocks, toys, house corner, art, crafts
10:45-11:05	Outdoor Play
11:05-11:30	Bible Time, Read Aloud, Show and Tell

## **Drop off and pick up**

Students may enter the main lobby doors accompanied by a parent or guardian beginning at 8:20 AM. Parents or guardians must pick up the family security badge at the front desk. This must be worn for safety purposes when traveling through the building. Please bring your child to the classroom door between 8:20 and 8:30 AM, sign in, say your good-byes, and the teacher will welcome the child into the room. As the parent/guardian exits the lobby, they are to leave the family security badge at the front desk.

Please wait in the lobby to pick up your child at 11:30 AM. The teacher will bring the children out to the lobby for parent pick up. Please be mindful that both church and school offices are busy working and answering phone calls. Please be prompt.

## **Late Arrival and Dismissal Policies**

Preschool students may arrive as early as 8:20 am. The preschool day begins at 8:30 am with free play which is designed to allow children to gently ease into their morning at school. This free play period is important to the children's growth as they learn to separate from their parents and join their friends in various activities. Morning circle time immediately follows the free play period. Because each portion of the school day is carefully planned to meet the children's social, emotional, physical, and academic needs, students should be present. Parents should be mindful about having their children to school on time each day. We understand that sometimes it is challenging to get to school on time, but tardiness should be the exception, not the rule.

Students arriving to school after 8:35 am more than five times in an academic quarter will be subject to a \$10 fee for each tardy over five.

Dismissal is at 11:30 am each day. Please be prompt in picking up your child from school. After a five minute grace period (11:35 am), late families will be charged \$1 per minute.

Only those listed on the approved pick up list will be permitted to pick up your child. This is available in Ren-Web. Should you have a last minute change in pick up, please send a note indicating who will be picking up. The teacher will ask to see the pickup person's driver's license.

### **Optional Services**

#### **Early Drop Off**

The doors will open for regular morning preschool hours at 8:20 AM. We are offering the option to drop your child off when MACA opens the doors to K-12 students at 7:50 AM. All preschool students must be escorted into the building and to the classroom by a parent, guardian, or carpool driver. (Please see procedures above). Early drop off carries a fee of \$5.00. The fee will be added to your account for each day you drop off between 7:50 and 8:20 AM. (Contract available for families who would like to use early drop off on a regular basis.)

#### **Four-Year-Old Lunch Bunch**

All four-year-old preschool students are invited to attend lunch bunch on Wednesday and Friday. Students should bring their own lunch to school that day and we will eat after dismissal. Lunch bunch will run from 11:30 AM - 12:30 PM and carries an additional fee of \$5.00.

#### **Tote Bags**

The children will need to bring a tote bag to school each day. The tote bag should be small enough for your child to carry yet large enough to fit art projects, a folder, and a show and tell item. The tote bag should not have a zipper. We have tote bags for purchase with The Lion's Pride name and logo. You can purchase these in the school office for \$8 if you choose.

#### **Show and Tell**

Each child will be given the opportunity to bring a show and tell item throughout the month. A schedule will be sent home indicating your child's day to present. The item should be school appropriate and small enough to fit in the tote bag. This activity will be used to help children to develop confidence, speak in front of a group, listen respectfully to peers, and work on oral communication skills.

#### **Parent-Teacher Conferences**

Conferences will be scheduled for parents of all 3 and 4 year old students in early November. A second conference will be scheduled in the beginning of March for parents who have children in the 4 year old class. This conference will be to discuss kindergarten readiness. Testing for Kindergarten will be scheduled in the beginning of April.

#### **Arts and Crafts**

The children will have the opportunity to participate in both arts and crafts each school day. It is important to note the difference between the two. Crafts will typically go with our unit of study. Their purpose is often two-fold. First, they reinforce what we've learned about in school. For example if we are learning about what happens in the spring, we may make a butterfly. Secondly, crafts often are designed to teach or practice a skill such as cutting, gluing, tracing, or following instructions. A specific

final product is the goal of crafts. Art, on the other hand, is open-ended. Supplies are provided and children are permitted to create. There is no specific outcome required.

### **School Calendar**

A Mount Airy Christian Academy calendar will be included in your parent packet. The Lion's Pride will follow the school's schedule for all holidays and closings.

### **Snacks**

Snack will be provided each day. Each month we will distribute a schedule requesting snack donations from each family. Preferred snack items are listed below:

Cheese sticks or slices

Fruit cups in 100% juice

Applesauce cups

Carrots sticks

Cucumber slices

Apples (We will slice at school)

Orange slices

Bananas

Goldfish crackers

Graham crackers

Animal crackers

Yogurt

**\*Please: NO peanut butter**

### **Beverages:**

100% Fruit Juice

Milk

Bottled Water

**\*Please: NO added sweeteners**

### **Inclement Weather**

We will follow the decisions of Mount Airy Christian Academy. When MACA is delayed by one hour, morning sessions will begin at 9:30 AM and end on time at 11:30 AM. If MACA is delayed by two hours, preschool will be cancelled.

## **School Dress**

We will play outside on most school days so please dress your child in weather appropriate clothing. Our days will also be filled with paint, glue, and other exciting items so please be aware that clothing may get messy from time to time. It is also important that the children wear clothes and shoes suitable for play. We will spend a lot of time playing and sitting on the floor, moving about the room, and playing games. Please keep this in mind while dressing your child for school. Closed-toed, sneaker type shoes are strongly recommended. Please, no flip flops.

## **Classroom Management**

Preschool is a time for children to practice interacting with peers and authority figures outside of the family unit. Students will be guided to speak and act respectfully and to obey authority. If a student should have any difficulty he may lose classroom privileges or sit out for a period of time. If the struggle persists, he will need to leave the classroom. The classroom teacher or Director will contact the parent directly if this should occur.

## **Communication**

Open lines of parent/teacher communication are important. Feel free to contact the teacher via e-mail at [jessica.minor@macamd.org](mailto:jessica.minor@macamd.org) or by phone at 410-489-4321. Drop off and pick up are not ideal times for lengthy conversations. If you need to discuss something that requires more time, please schedule a conference. You are also welcome to drop a note in your child's tote bag. We will be sure to check the contents at the start of each session. A newsletter will be sent home every week to keep you updated on the class themes and activities.

## **Tuition**

All tuition plans and incidental billing will be billed through your FACTS account.

## **Attendance**

Please contact the preschool teacher if your child will not be in school. We do our best to begin on time each day, letting us know that your child will be not be in attendance will allow us to begin promptly. It is also important for us to know if your child is out sick so that we can keep parents informed about any viruses or contagious illness that may affect other students. Please send in a note with your child when they return to school.

## **Potty Training**

**All students must be fully potty trained before entering preschool.** Pull-ups are not permitted. Occasional accidents are normal but excessive or consistent incidents are indicative that the child is not fully trained. There are two restrooms in the classroom and children will be reminded to use them regularly. For the occasional accident, all parents are asked to bring a change of clothes in a zip-loc bag to be kept at school. Please clearly label the bag with your child's name.

## **Illness and Medication**

We are blessed to have a full-time nurse on site. Should your child start to feel ill at school, he will be taken to the nurse's office. The nurse will contact the parent should the child need to be sent home for

the day. In order to limit the spread of illness, all children must be symptom and fever free for a full 24 hours before returning to school.

If your child has known allergies which require treatment, all medications will be handled through the nurse's office. It is essential that you clearly communicate any known allergies to the nurse and teaching staff.

### **Library**

Parents of children enrolled in The Lion's Pride are welcome to use the Mount Airy Bible Church/Mount Airy Christian Academy library. Hours and procedures will be distributed once school begins.

### **Birthday Celebrations**

You are welcome to send a snack to school to celebrate your child's birthday. Please just send one item which can be easily distributed. Please do not send party invitations to school for distribution unless every child in the class is invited.

### **Regulated Child Care Information**

Screen Time Policy –

We believe that children should be actively engaged in learning and play. Therefore, we do not encourage any screen time on a TV, computer or tablet. Any videos shown would be an **exception** and would go along with a thematic unit. This video would be 30 minutes or less.

Complaints - If you wish to make a complaint with the Office of Child Care the phone number is [410-750-8771](tel:410-750-8771).

Regulated Child Care - To obtain information on regulated child care the website is:

[http://marylandpublicschools.org/MSDE/divisions/child\\_care/licensing\\_branch/parent\\_guide.html](http://marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/parent_guide.html)