



Glenwood Country
Day School
WHERE ALL CHILDREN BLOSSOM

Parent Handbook

Updated June, 2019

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Philosophy:

Mission Statement:

Glenwood Country Day School's mission is to motivate students to achieve to the best of their abilities while recognizing their individual talents and interests. We encourage strong school-family partnership, foster self-esteem among students and promote respect for each other. We are committed to creating an academically challenging curriculum in a secure environment while instilling a love of learning that will last a lifetime.

School Philosophy:

At Glenwood Country Day School we want each child to be prepared for, involved in, and excited about learning. Children gather in classes that are kept small so that the curriculum can be developed around the needs of each child. Opportunities for cross-grade experiences help children understand that we learn from all who touch our lives, no matter the age or ability. We believe in the inclusion of all children-no matter what their disability or special health needs.

Our teachers go beyond the requirements of state licensing regulations. All teachers meet the highest level of standards through the Maryland State Department of Education. Our challenging child-centered academic program emphasizes a strong foundation in the basics, the development of critical thinking skills and applied problem solving. The core curriculum is composed of language arts, math, science and social studies. These classes work in concert with art, music, technology and physical education. Traditional teaching methodology is mixed with the use of hands-on materials and manipulatives to make learning attainable for everyone. What your child learns along the way is a learning that lasts a lifetime!

Glenwood Country Day School (GCDS) promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community.

Honor Code

Glenwood Country Day School expects the behavior of all members of its community to be guided by the values of respect, cooperation, kindness, service, responsibility, initiative, perseverance, honesty, and courage. Glenwood's community members are expected to uphold to these values personally and help others to understand and achieve them. When these expectations are not met, the School will take appropriate action to sustain and promote its stated values.

Our Curriculum

Teachers and administrators work together to generate and develop curriculum, thoughtfully considering what is truly important for children to understand. At all grade levels, teachers meet to develop and refine ideas, discuss the specific needs of their groups, plan strategies, and find creative ways to use resources. Parents make valuable contributions by sharing their knowledge and resources about topics studied.

We offer Maryland State Department of Education approved and developmentally appropriate program for two through six year-old children. GCDS has chosen to implement the multi sensory-based learning framework of Creative Curriculum® for Preschool, MacMillan McGraw-Hill's Little Treasures and Treasures curriculum. These curriculums are comprehensive systems of learning based on research and knowledge regarding all areas of child development – social/emotional, physical, cognitive, and language. The teachers use their own experiences, as well as the children's interests, to adapt the curriculum to be unique to each Glenwood Country Day School class. Classroom observations and assessments become important tools for the teachers to communicate with parents. Multi sensory exploration allows children to learn about the world and themselves. Throughout the day, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. These curriculums provide extensive guidance for teachers in the content areas of literacy, math, science, social skills, and the arts. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas. Our multi-sensory-based curriculum offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of the GCDS community.

Nondiscriminatory Policy

Glenwood Country Day School is a nonsectarian preschool. GCDS admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in the administration of its educational and admissions policies.

Staff Qualifications

All Glenwood Country Day School teachers meet or exceed the Maryland State Department of Education (MSDE) licensing requirements. All of the teachers hold a four-year college degree and have completed required basic coursework in early childhood education. All of the staff has experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our multi-sensory based philosophy.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. GCDS takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. GCDS recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the Glenwood community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

Communication

Communication between home and school is vital to a successful preschool program.

Glenwood Country Day School communicates with parents in a number of ways:

- Email or Telephone
- GCDS website
- Parent orientation
- Back-to-School Night
- Bi-weekly newsletters
- Student's take home folder from teacher

Classroom Information:

- Bi-weekly newsletters from each class are sent to parents. These newsletters will contain a "Child Development Section" for your information!
- Each week, please check out our Facebook pictures.
- Please be sure to check the contents of your child's backpack each night so that you can find important notes, art projects, and so forth.

General Information:

- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
- Parent-teacher conferences are held two times per school year (fall, winter). For conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.

- If, at any time, you have special concerns, please feel free to contact your child’s teacher – use email, send a note, or call the school to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call the school or email. The teacher will respond within 25 hours.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child’s behavior, and it is useful for staff to be aware of these developments. GCDS will always respect your privacy.
- If your child is going to be out of school for any reason, please email Miss Poland. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.
- Return Check Policy: A \$35.00 processing fee will be charged for returned checks.
- Late Pick-Up Fee: There is a late pick up fee of \$25.00 for the first 15 minutes or any portion thereof and \$1.50 per minute thereafter. The staff member who remains with the child is paid immediately in cash. ***If any parent has an extreme personal emergency and cannot pick up their child on time, please call the office as soon as you are aware of the problem.***

Arrival Time:

School begins promptly at 9:30 am. Please arrive at least 10 minutes prior to the time that class begins so your child can get situated. When you arrive, please help your child put their belongings away and don’t linger. Lingering around makes it difficult for your child and the other children.

Attendance Policies:

Regular attendance has a marked influence upon scholastic achievement. In accordance with Maryland law, parents are responsible for their child’s attendance and punctuality. When possible, appointments that cannot be considered emergencies should be made for after school, on weekends, holidays or early dismissal days. Vacations and sports are not considered legitimate reasons for missing school. This is strongly discouraged. We strongly recommend that the parents consult the school calendar for scheduled holidays when planning your vacations.

GCDS School Calendar:

This calendar will be located on our website. This is an easy way for our families to be aware of special events and closings in advance. It also informs you of when we are closed for our winter and spring breaks and teacher in-service days.

Academic Policies:

Student Records

Student records will be maintained in the school office. Records will be handled with utmost confidentiality and professional ethics. Teachers and other school officials, who have legitimate educational interests, have access to student education records. Parents may contact the Head of School to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed. These records consist of:

- Registration form
- Registration Form
- Cumulative record of each student's scholastic achievement
- Record of daily attendance (required by law for a period of five years)
- Individual progress sheets
- Health records

Evaluation of Student Progress:

Daily evaluation is essential to planning an optimal program for each child. Teachers take daily notes, use curriculum check lists and tests, etc, to evaluate your child and make sure that they are placed in the correct small learning group. These groups may change as each child develops. Individual learning also takes place based on these daily assessments. Student evaluation also takes place in the form of parent conferences, quarterly report cards, and testing. Parent conferences are held in November and February, but may be arranged at any other time at the initiation of parents or teacher.

Academic Expectations:

The administration and faculty set the following academic goals for each student:

- That each student will accept the challenge to work to his/her potential
- That each student is encouraged to achieve to the best of his/her ability
- That homework will be completed as follow-up to daily class preparation
- That leadership opportunities be open to all
- That positive self-esteem is a product of responsibility and accountability
- That promotion is determined by academic progress, maturity level, and attendance
- That violations of the school conduct code is not acceptable.

Report Cards:

Report cards are distributed 4 times a year; November, February, April and June to all students. The report cards must be signed by a parent or guardian and returned within a week. At the beginning of summer a final report card is sent home.

Parent/Teacher Conferences:

A Parent/ Teacher conference will be held in November and February. Conferences for all parents/guardians will be scheduled through the school office and notification will be sent home through email. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose.

Therefore, the parents should first contact the teacher involved and then, if necessary, contact the director.

PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL OR DURING CLASS HOURS.

Teachers should be seen by appointment only. If a conference with the director or teacher is needed, please call the office or write a note at least two days in advance of the conference date. Should a written request sent to the teacher be unanswered after allowing sufficient time, the parents are requested to call the office and leave a message with the director. In the best interest of the students, the school welcomes and encourages verbal communication between parents and teachers.

DRESS CODE:

All children enrolled at Glenwood Country Day School are required to purchase their entire uniform through Flynn & O'Hara, flynnohara.com. This is the only company you can purchase your uniforms from. The uniform is not worn on "daycare days".

Tops:

Short/long sleeve Polo in green with school name

Turtleneck in green with school name

Short/long sleeve Oxford or blouse with Peter Pan collar in white with school name

Sweater/Sweater Vest in navy with school name

Bottoms:

Khaki pants, shorts, skirts, skorts

Plaid Jumper

Shoes/Socks:

White socks

White, navy or black tights or leggings

White/navy/brown/black closed-toe shoes (no sandals)

On Fridays, "**Spirit Wear**" is worn: GCDS t-shirt worn with khakis, GCDS gym shorts or GCDS sweat suits.

Volunteers:

Parent volunteers spend many hours contributing to our community by planning and carrying out a variety of projects and special events. An active Parent Association reaches out to new parents, demonstrates appreciation for teachers, and provides a rich array of educational programs and networking opportunities for all parents. Parents and grandparents are encouraged to help in classrooms in ways appropriate to given grade levels. They often accompany groups on field trips or share special skills or interests with groups in class. They attend assembly programs and classroom productions. At evening meetings, they meet with teachers, administrators, and/or outside professionals to discuss issues relating to child development and curriculum.

Parents work with our PTO Team to carry out all fund-raising activities. These funds need to be raised to help close the gap between tuition revenue and actual costs of operating the school. An enthusiastic group of parent volunteers, working together with staff, creates many outstanding social events.

The practical, visible hand-on participation by parents at GCDS reinforces our children's sense of how much everyone cares for and values the GCDS experience. Please take the time to volunteer to support our school.

Fundraising Policy:

GCDS recognizes the need for fundraising activities to help defray the significant expense associated with the school's operating budget, as well as the intention to keep the cost of tuition as low as possible. GCDS holds several fundraisers each year. The profits from these go directly back to the school and towards the PTO fund. The PTO's focus is also on having a major fundraiser to develop our staff's continuing education program.

Inclusion, Tutors and Specialists:

At GCDS, we understand the individual needs of all children; value and appreciate individual differences; assist in providing experiences that build skills and confidence; understand, utilize and share community resources; provide equal opportunities and rights for all; and build partnerships through collaboration. We will happily work with the specialists that you may have in place and our school can make referrals to outside professionals and specialists as necessary and appropriate, including speech and language evaluations, occupational therapist evaluations, tutoring, academic and psychological evaluations, counseling, and so on. Glenwood Country Day School will strive to accommodate a child with disabilities or special health care needs and ensure his or her success in all areas of the program. Please inform GCDS if your child has an IFSP or IEP. Children will be assessed prior to admission to determine the best academic placement for them in our program. Every child at GCDS is assessed daily so that we are able to best meet all of the needs of the children. We will work with the parents and specialists to make individual accommodations, and enhance our program to suit each child's needs. All therapists listed below are available for services at the school. The family is responsible for arranging and financing these services.

Specialists:

Nicole Orellana, Speech and Language Pathologist, The Children's Spot-301-509-3419

Dr. Edward Cahill, Pediatrician-410-465-7550

Fran Bowman, Educational Consultant, Bowman Educational Services-410-715-0915 or 410-290-5955

Cheryl Stradling, Reading Specialist-410-489-5203

Angela Liston, Occupational Therapist, The Children's Spot-443-677-0211

Closings and Late Opening:

Closings due to inclement weather:

GCDS is open almost every day. If a severe weather pattern is in our immediate area, you will receive an email early in the morning from Mrs. Poland, stating weather we are closed or coming in late that day.

Emergency Plans

Staff members are informed of procedures for emergency situations including injuries, fire, and tornados. GCDS has a "shelter in place" and "Code Blue" drills are practiced throughout the year. Fire drills conducted monthly during the school day follow Howard County Fire Regulations. Fire exit notices are posted in every room. Students and adults leave the building quickly and silently to a pre-designated area.

All school doors remain locked during our school day and parents are given the code to the entrance door at the beginning of the school year.

If there are extreme weather conditions at the time of dismissal, the students will remain in our shelter place area until it is safe to commence the dismissal procedure. **All staff is CPR and First Aid trained.

If we are asked to evacuate our school, all children will be placed into staff vehicles and our school van and transported to the Glenwood Library. The Head of School will notify all parents. Staff will insure the safety of each child until they are picked up.

Discipline Policy

The purpose of this policy is to be able to work as a team to provide the best care for the children and a safe place for everyone. A consistent, proactive discipline policy is the best for everyone. Parent involvement at GCDS is essential for a successful "Discipline Policy".

Children learn by example. Adults will serve as positive role models and will develop positive relationships with children.

When a child misbehaves, the teacher will first redirect the child to another activity and will talk quietly with the child to explain why the behavior was inappropriate. The teacher will give an example of the appropriate behavior. Limits will be consistent but firm.

If a child continues to display an inappropriate behavior judged unsafe by the teacher, the child will be separated from the group and the teacher will explain to the child that he or she needs some time to “think about” why he or she had to be removed. The teacher will write a report of the incident and put it in the parent’s folder.

If a third serious incident occurs, it will again be reported and a conference will be held with the child’s parents. This time, the Head of School will prepare a written warning to the child and parents.

If a fourth incident occurs, a suspension is needed. The decision to exclude a student temporarily or permanently from school is made by the Head of School, usually in consultation with one or more staff members who have worked with the student.

The school reserves the unconditional right to suspend or expel at any time any student for behavioral or attitudinal reasons. It is recognized that specific circumstances may warrant some variation from the steps above.

Health Policies

The regulations that define age appropriate immunizations for children in school can change. For questions about immunizations, call the MD Department of Health and Mental Hygiene Center for Immunization at 410-767-6679. IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.

- Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine. Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school. We strictly observe this health department regulation for children (and staff) to protect the health of everyone at our school.
- Parent must notify the office immediately if a child:
Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that GCDS can inform the parents within your child’s classroom to be on the lookout for symptoms. Please remember that GCDS will not release the name of the child or family involved. We simply post “There has been a case of _____ reported”
- Has any allergies or if you have any concerns about any aspect of your child's health.
- Is taking medication, as medicine may affect your child's behavior.
- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.

Some important signs of illness are:

- 1.) Temperature of more than 100. Degrees
- 2.) Nausea or vomiting
- 3.) Diarrhea
- 4.) Severe headache
- 5.) Persistent cough
- 6.) Earache
- 7.) Severe sore throat
- 8.) Rash or infection of the skin
- 9.) Red or pink eyes or excess discharge from eyes

If your child becomes ill at school you will be called, the child will be isolated and the parent must pick their child up within one hour.

Hand Washing

GCDS has an aggressive hand washing policy in order to minimize the spread of infectious diseases in the school environment and to promote the health of our students. The teachers will provide education for students regarding the importance of hand washing and the appropriate techniques and times for hand washing. **Each child is required to wash his/her hands with soap and water with parent supervision upon entering the school.** This policy has been in place at our school for the past few years and has significantly reduced absenteeism related to illness.

Glenwood Country Day School Medication Procedure Information

Glenwood Country Day School's requirement for medication administration must be followed in order for students to take medication during school hours and school sponsored events.

1. Parents must provide a written authorization for **any** medicine to be administered. This includes over-the-counter medicine (including medicated cough drops), homeopathic medicine, and prescription medicine.
2. **The first dose of any new prescription must be given at home.**
3. The parent/guardian is responsible for obtaining a written the medication order. The attached medication form/physician's order is preferred. An authorized prescriber (physician, dentist, physician's assistant, nurse practitioner) may use office stationary or a prescription pad instead of completing the attached form. The authorized health care provider must sign the order form. Necessary information includes:
 - Name of student
 - Date order expires (Check box if order valid for summer school.)
 - Authorized health care provider
 - Name of medication
 - Dose and strength of medication
 - Time
 - Date of medication order
 - Doctor's signature

- Name of medication
- Dosage and strength
- Time and frequency of medication
- Diagnosis
- Reason for administration of medication
- Special instructions
- Route of administration
- Dose and strength of medication
- Time
- Date of medication order
- Doctor's signature
- Name of medication
- Dosage and strength
- Time and frequency of medication
- Diagnosis
- Reason for administration of medication
- Special instructions
- Route of administration

Note: PRN medications should have the **frequency** of repeat doses clearly indicated on the order.

A new medication order is required for each new school year dated on or after July 1.

The medication should be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. Students should not transport medication to or from school.

All medication must be properly labeled and consistent with the medication order. Pharmacy containers and labeling are preferred; **a second labeled container can be obtained by asking the pharmacist.** Parents should label over-the-counter medication. Physician samples must be appropriately labeled by the physician or parent/guardian. The following information must be on the label:

- Name of the student
 - Name of the Medication
 - Dosage and strength of the medication
 - Date of the medication
 - Route, time, and frequency of the medication
 - Authorized health care provider name
4. Over the counter medications must be received in new, unopened containers and be clearly labeled with the student's name.
 5. The school nurse must approve the medication order before the first dose of medication can be administered at school.
 6. The parent/guardian is responsible for submitting a new medication order form to the school each time there is a change of dose or time of administration or route of administration.
 7. The parent must provide medication for as long as it is prescribed. All medication kept in the school will be stored in a locked area accessible only to authorized personnel.

8. Within one week after expiration of the effective date on physician's order, the parent/guardian must personally collect any unused portion of the medication. Medication not claimed within that period will be destroyed.
9. Expired medication cannot be given. The effective expiration date of a medication is the earlier of either the pharmacy labeled expiration date or the manufacturer's expiration date.
10. Each student's confidentiality will be maintained to the extent possible by school staff. At times, school personnel outside of the health services program may need to be made aware by health services staff that a student is receiving medication in order to monitor effectiveness, side effects, adverse reactions, or in response to other legitimate school related issues or responsibilities. Information will be shared on a need-to-know basis only.
11. Under no circumstances may any school staff administer **any** medication outside the procedures outlined in the Health Services Medication Administration Procedure.
12. The Glenwood Country Day School does not assume responsibility for medication administered outside of the Health Services Medication Administration Procedure.

Lunches and Snacks:

There are several students at GCDS who have a severe, life-threatening allergy to peanuts and all foods containing peanut/nut products. These students are in danger of experiencing a life-threatening reaction if they ingest even a minute amount of food containing peanuts, or if they come into physical contact with peanuts/ nut products. The most effective way to protect a student with a peanut allergy from the possibility of a life threatening reaction is to eliminate the threat. We can accomplish this only with the cooperation of the entire GCDS community. We ask that parents **DO NOT** pack lunches with peanut butter or foods that contain nuts or peanut butter so that we can minimize the possibility of exposure for the children with allergies.

Lunchtime is an opportunity to develop healthful eating and living habits, as well as, social interactions. Parents should pack foods high in nutritional value and avoid sweets and juices. Hot lunches are served every day to students who order it through our hot lunch program provided by our Parent Teacher Organization.

Glenwood Country Day School

HANDBOOK RECEIPT ACKNOWLEDGEMENT

Please sign and return this acknowledgement before the first day of school.

I/We have read the Glenwood Country Day School 2015-16 Parent-Student Handbook. I/We have carefully read and understand the policies, procedures and regulations of this school, including tuition charges, parent responsibilities, dress and disciplinary regulations, and accept them as conditions for the enrollment of our child/children in this school.

I hereby express acknowledgement of these policies, procedures, and regulations, and I understand that I will be accountable for adhering to them.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Student(s) Name(s) (print): _____