

**White Marsh
Tiny Tots
Handbook
2021-2022**

White Marsh Tiny Tots

Recreation Room at
Joppa View Elementary School
8727 Honeygo Boulevard
Perry Hall, MD 21128
410-931-3061

Whitemarshtinytots@comcast.net

Program

White Marsh Tiny Tots is a Co-Operative Socialization program developed around the needs of active three and four year old children. This program was developed to meet the recreational and educational needs of the children in the community. It provides each child with an opportunity to socialize and grow in a structured environment, which prepares the child for kindergarten. Tiny Tots offers learning centers, stem and sensory activities, weekly themes, music, crafts, snack time, stories, free play, yoga, fieldtrips, etc. This is an academic and socialization program designed to prepare your child for kindergarten. The program starts in mid-September and goes until mid-May (approximately 30 weeks). The program is run through the White Marsh Recreation Council (WMRC), which is a volunteer, non-profit organization that works in affiliation with the Baltimore County Recreation and Parks Department and the Office of Child Care. The program is licensed with The Office of Child Care through the Maryland State Department of Education.

Staff

Director/Teacher – Amie Forish is credentialed by the Maryland State Department of Education through the Office of Child Care, has her 90- hour Early Childhood Certification, and is trained in CPR and Infant/Child First-Aid. The Director/Teacher’s responsibilities are to supervise the children, prepare materials for the daily activities and run the daily routine of the program. The Director is paid through the programs tuition funds.

Assistant Director/ Teacher – Tricia Bach is credentialed by the Maryland State Department of Education through the Office of Child Care, has her 90-hour Early Childhood Certification, and is trained in CPR and Infant/Child First-Aid. The Assistant Director/Teacher’s responsibilities are to supervise the children, prepare materials for the daily activities and run the daily routine of the program. The Teacher is paid through the programs tuition funds.

Chairperson – Donna Marie Gallagher is a **volunteer** and is the contact person representing the program to the Recreation Council. The chairperson is the person that ensures that the policies of the Recreation Council are carried out through the tots program. The chairperson will collect all tuition payments, fees and donations to be used for the program. The Director, Preschool Teacher and the Chairperson all work together to develop the best program possible.

Classes

3 year old Class - 3 days a week:

Monday, Wednesday & Friday
1:00pm -3:00pm

4 year old Class - 5 days a week:

Monday - Friday
10:00 am -12:15pm

Tuition

3 Year Old Class -3 days a week

Total \$1,150.00

\$200.00 Non-refundable deposit due at registration
\$950.00 Balance due by May 31st

4 Year Old Class -5 days a week

Total \$1,350.00

\$200.00 Non-refundable deposit due at registration
\$1,150.00 Balance due by May 31st

Refund Policy

A \$200.00 deposit is due at the time of registration and is **non-refundable**. The balance of the tuition will be due by May 31st. If your payment isn't received by May 31st without having notified us in writing, you will lose your spot and be moved to the wait list. **After May 31st if you decide to withdraw your child there will be no refund.** If the **program** decides that the child needs to be removed, then a prorated refund will be given if the dismissal date is on or before October 31st. **After October 31st there will be no refunds given for any reason.**

Payments

We accept cash, checks or money orders for tuition payment and most fundraisers. Checks written must be from parents of the child that is enrolled in the program. Please make all checks or money orders payable to White Marsh Recreation Council or WMRC. We cannot accept checks made out to the program, the teachers or the chairperson. In the event a check is returned unpaid, you will need to make the payment in cash within seven (7) days and be responsible for the returned check fee that WMRC was charged. During the program year if one check is returned unpaid then only cash payments will be allowed for the remainder of the year. As a courtesy to the program, please contact the chairperson as soon as you know that you have an unpaid check.

Forms

All forms given at the time of registration are due back by May 31st. Due to The Office of Child Care regulations; no child will be permitted to attend class until all forms are properly filled out, signed, turned in, and approved. As of July 1, 2015 all children regardless of zip code must have a lead test done before the start of school.

Parent Helpers

Since this is a co-operative program, it is a requirement that each child have a parent helper participate in the program. Each class will have two (2) parent helpers per class. Depending on the class size and the number of helpers needed that will determine the number of times a month you will be required to participate. (Approx. 1-3 times a month) A parent helper can be you or another responsible adult (18 years of age or older). The Parent Helper is required to be present when class starts and stay until all children have been dismissed. **Siblings are not permitted on your parent helper day.** The Office of Child Care requires that children not registered with the program cannot attend a class, so please make prior babysitting arrangements.

Parent Helper Duties

When it is your helper day, you can park in the front visitor's parking lot. Please make sure you get to school early to ensure that you get a parking spot. Once inside go directly to the school's office to have your driver's license scanned and a visitor's pass printed out. Once inside the classroom, please see the Director for any special instructions. For each class you will need to assist the children during cleanup, hand washing, snack, learning centers, crafts, jackets, etc. The tables are cleaned with bleach water, before snack. At the end of class, after the children have left you will be asked to sweep, wipe the tables with bleach water, vacuum the rugs and prepare the room for the next class (approximately 10 minutes past class time). On your way out you must stop in the office to hand in your pass and be taken out of the system. **You are to remain until all students are dismissed.** A schedule and list of duties will be posted in the classroom. **Please refrain from**

talking on your cell phone or texting. You are there to assist with the children.

Parent Helpers Schedule

There will be a parent helper schedule handed out one month in advance. You may put in a request for the days of the week that are best for you. **We cannot accept requests for specific dates.** If this information changes let us know as soon as possible, we will make the changes on the next schedule. Every attempt will be made to honor your requests. Everyone must list 2 days of the week. (Helper days are approx..1-3 times a month)

Substitute Parent Helpers

Once the schedule has been completed it is **your** responsibility to find a substitute. The schedule is normally completed a month and a half in advance. (Ex: approx. Oct 15th the schedule for Dec is done) You may switch days with another parent, pay a substitute, or have any responsible adult (18 years or older) that has completed the required Background check, fill in for you. The fee for a substitute is \$10.00 and will need to be paid in **cash** by the next class. We follow the schedule that is posted in the classroom. If you switch days with someone, make sure that it is changed on the classroom schedule.

Late, Leave Early or Missed Helper Day

Since the parent helpers are an essential part of our program we expect you to arrive on time on your scheduled day and stay until all the children have been dismissed. Late - If you are 10 minutes late, it is marked as a missed helper day and **YOU WILL BE CHARGED \$ 20.00** payable in cash the next day of class. Your child will not be permitted to return to school until the fee has been paid. If you leave before class is dismissed you will be charged \$20.00 and will be counted as a missed helper day. If you miss your helper day, you will be charged \$20.00. If you miss your helper day, or are late for a total of 2 times; your child will be removed from the program. **No refunds will be given.** 2 missed helper days and/or being late for a helper day for a total of 2 times and your child will be removed from the program. **NO Refunds will be given.** EX: If a parent had one late and one missed parent helper day for a total of 2 the child would be removed from the program.

Arrival

When arriving please wait outside the front door of the school. **Parking is NOT permitted in the bus loop. Do not park in the teacher's parking lot to the left and right of the school. You can park in the lower parking lot.** The front door will be opened by the Director and the Teacher at the start of class, and then you will be able to enter the school. The children will line up, and then we will go directly to the classroom. **Children may not be left unattended at the front door at any time.** Please be on time, once the Director and Teacher have closed the main doors, **you must walk around the building to the back door marked WMTT to be let in.** You cannot drop off children prior to the door opening.

At ANYTIME, while outside the main doors:

1. **Do Not** allow your child to stand directly in front of the doors (They could get hit by the door opening)
 2. **Do Not** allow your child to run through the school's grass, Landscaping or gardens.
 3. **Do Not** allow your child to pick flowers or leaves.
 4. **Do Not** allow your child to run or yell near the classroom Windows (they will disturb the students)
 5. **Do Not** allow your child to ring the front door bell.
- * We need to be respectful to the students and staff at Joppa View**

Late Arrival

Once the Director and Teacher have closed the main doors you must walk around to the back door with White Marsh Tiny Tots (WMTT) on the window. **Do not ring the bell at the main door.**

Inside

Once inside the classroom please assist your child in hanging up their tote bag and jacket and placing their snack in their cubby. Then, please check the parent bin and the bulletin board for information or signup sheets. You can also drop off any forms (permission slips, fundraiser, schedule requests, etc.) You must initial the sign in sheet by the front door before leaving. Please do not linger in the class room talking with other parents. Once you are done and you have left the classroom you must go directly to the front doors. **For the safety of all the children in the building, Tiny Tot parents are not permitted in any other part of the school unless special permission has been granted. A visitor pass must be obtained in the office. You cannot allow anyone to enter the building as you are exiting, even if you know them. Do not allow anyone in the back door of the classroom. If someone knocks let one of the teachers know so they can open the door.**

Dismissal

Do not ring the bell at the main door

At dismissal, please wait outside the front door of the school or in your car. **Do not park in the teacher's parking lots or from the entrance of the school grounds to the No Parking sign just after the flag pole.** At the end of your child's class, the parents must line up and the Director will open the front door and dismiss one child at a time. Each child will need to be signed out. Once your child has been signed out, please leave school property promptly.

Early Pick Up

If you need to pick your child up early you must walk around to the back door with WMTT on the window. **Do not ring the bell at the main door.**

Late Pick Up

The Director will remain at the front door for **10 minutes**. Any child that has not been picked up will return to the classroom with the Director. At that time, you will be considered late. The late fee is \$10.00 for the first 10 minutes, after 10 minutes there will be a fee of \$ 2.00 per minute. The fee will need to be paid in cash on the next day of class; your child will not be permitted to return to school until the fee has been paid. When you arrive at school, you will need to walk around to the back door with WMTT on the window. You will be required to sign the late book. **Do not ring the bell at the main door for any reason. If you are late picking up your child two (2) times, your child will be removed from the program with no refunds.** Emergency situations will be taken into consideration. If you know that you are going to be late, as a courtesy please call the classroom approximately 5 minutes before dismissal.

Parking

When you are dropping off please park in the visitor's lot. If it is your parent helper day or a class party you will need to park in the front visitors parking lot, across the street in Tremper Farms (on the wooded side not in front of the houses they have reserved spots for the homeowners), on Honeygo Blvd or Silver Knoll (behind the school off of Silver Spring). **Do not park in the teacher's lot to the right and left of the school.** Do not park at the Fish and Game, they will have you towed. If you park on Honeygo Blvd please be aware of any No Parking signs. If you park in a no parking zone the police will give tickets for improper parking or possibly tow.

Bad Weather Closings

Our program will follow Baltimore County Public School rulings concerning school closings due to inclement weather. In the event of bad weather, please listen to the news reports and follow the instructions below. We will try to send out an e-mail as soon as we know of any morning delays or closings. You can call Baltimore County @ 410-887- 5555 it is a recorded message that will inform you of delays or school closings.

4 year olds:

1 hour late - arrival will be at 10:45 with a normal pick up of 12:15

2 hours late - class will be cancelled

1-2-hour early dismissal, class will dismiss at 12:15

3-hour early dismissal – class will be cancelled

3 year olds:

1 hour early closing - pick up will be at 2:15 pm

2 hours early closing – class will be cancelled

Health

Please do not send your child to class if he/she is sick (ex: running a fever, bad cough, runny nose, etc.) The Director will call you to come back and pick up your child. Your child must be **fever free for 24 hours without medication**, before they are allowed to return to school. If your child has been exposed to or develops any contagious illness (ex: chicken pox, measles, head lice, etc.) please contact the Director as soon as possible. If there is any indication that the children may have been exposed to any illness the parents will be notified as soon as possible and all precautions will be taken to make sure that it is contained.

Supplies

Your child must use the tote bag the program provides, a fee will be charged to replace a lost tote bag. **DO NOT WASH** the tote bag it will shrink. **A t-shirt will also be provided for your child this T-Shirt must be worn on all field trips.** A fee will be charged to replace a t-shirt. The items on the supply list need to be brought to the classroom for May registration drop off.

Dress

Children and Parent Helpers should dress in comfortable clothing and shoes. We will play outside on the playground when weather permits. Flip-Flops, sandals, boots, crocs and slide on shoes are not permitted on the playground (Baltimore County Public Schools policy). If we go outside to play and your child is not wearing tennis shoes, they will not be permitted on the equipment. Some days we might paint, smocks will be worn but they may not cover your child's entire outfit so please plan for this.

Class Lists

We will hand out a class list with each child's name, phone number, parents name and email address. This information is used by other parents to contact you for: helper days, school parties, birthday parties, etc. Names & Phone numbers are required.

Snacks

We are a nut free classroom. You will need to pack a small healthy snack and a bottle of water for your child in a bag labeled with their name. (Please place the water bottle inside a plastic zip lock bag in case of leakage). Our snack time is only 10 minutes so if possible any uneaten food will be sent home. If you forget to send in a snack & drink for your child, the program will provide one for them; as a courtesy please send in a water & non-perishable snack as a replacement the next day of class.

Holiday Parties

We will celebrate holidays with class parties. Parents are welcome to stay for all parties. Siblings will not be permitted to attend parties. There will be a signup sheet posted for each class a few weeks prior to each party.

Birthday Celebrations

On your child's birthday we will celebrate by singing Happy Birthday and giving them a goodie bag from the program. If you would like to bring in a special snack for the class (ex: cookies, munchkins, mini-cupcakes, water) please let the Director know at least 2 days in advance.

Field Trips

We will take several field trips during the year. Information (fees, times, transportation - bus or drive on own, etc.) Permission slips will be sent home with a due date. Please keep the top information and return bottom permission slip as soon as possible because some trips need to be booked in advance and we cannot take late requests. Siblings and family members may attend most of our trips. If siblings are not permitted, you will be notified on the permission slip. **All children must wear their Tiny Tots t-shirts on our trips. Field Trips must be paid in cash & exact amount (Please no coins) Field trips are Non-refundable**

Fundraisers

Due to the cost of funding our program, we will need to hold fundraisers. Our fundraisers are voluntary but are a very important part of our funding. Checks written for fundraisers must be from parents of the child that is enrolled in the program. If you do not wish to participate with our fundraisers but would like to help the program, you may make a monetary donation. Donations are tax deductible and checks can be made out to WMRC.

Toilet Training

In order to participate in the program children must be toilet trained before the start of school. Pull-Ups are not permitted.

If children need assistance with buttons, snaps and zippers the child will be asked to come to the bathroom door for assistance. The Director, the Pre School teacher and the parent helpers are not permitted in the bathrooms with the children. In cases when the child cannot come to the door (ex: needs to change whole outfit because of an accident) A teacher will assist the child with a parent helper present.

Insurance

As with all other White Marsh Recreation Council sponsored activities, the White Marsh Tiny Tots is not covered under any insurance plan. The **WMRC will not be held liable for an injury sustained** by a child or adult while participating in the program or while attending a field trip. (All necessary safety precautions will always be taken)

Smoking

There is no smoking in or around Joppa View Elementary at any time, according to Baltimore County Public Schools policy.

Pets

Please do not bring your pets onto school grounds at any time, according to Baltimore County Public Schools Policy.

Hand Sanitizer

The children are not permitted to use hand sanitizer in the Classroom.

Evacuations

We follow Joppa View Elementary policies and procedures for fire drills & 500 feet evacuations. If you arrive to pick up your child and the entrance is blocked off, **do not enter the school grounds. You must remain on Honeygo Blvd.** Once we are cleared, you may enter as usual. Please make sure your emergency cards are accurate and up to date. When we leave, the building to go to the playground or leave for a drill, we have the emergency cards with us. We must be able to reach you at all times

Items from Home

Please do not allow your child to bring items such as toys, books or blankets into the classroom. These types of items are not allowed in the classroom or to be kept in a child's tote bag. We will have a show and tell day.

Discipline

If a child is very disruptive and/or aggressive and does not respond to the Director or the Pre School teacher's attempts to encourage appropriate behavior, the parents and the chairperson will be notified. The Director, Pre School teacher and chairperson will work together to make a plan to help the child improve their behavior. If the child's behavior does not improve in a reasonable time the child will be removed from the program, a prorated refund will be given if the dismissal date is on or before October 31 **After October 31 there will be no refunds given.** It is not fair to the other children in the program if the class has constant disruptions by a child that will not behave. **We cannot allow children who are physically aggressive to remain in the program.**

Removal from the Program

Reasons a child will be removed from the program. Reasons are not limited to the following.

➤ If a child cannot or will not respond to directions from

The Director

➤ If a child cannot or will not adapt to the structure of the program

➤ If a child is overly aggressive with other children or staff

➤ If a child is a constant disruption to the class

➤ Two missed parent helper days and/or

➤ Two late parent helper days (10 minutes is considered late) that count as missed days

EX: If a parent had one late and one missed parent helper day for a total of Two (2) the child would be removed from the program. Or Two (2) times being late picking up your child. (10 minutes is considered late)

If the **program** decides that the child needs to be removed then a prorated refund will be given if the dismissal date is on or before October 31st. **On or After November 1st there will be no refunds given for any reason**

Removal from the Program

If the parent refuses to follow our policies they will receive a verbal warning & email warning. After the warning if the parent still does not adhere to the policies, then the child will be removed from the program with NO REFUND!

Screen Time Policy

Children are allowed to use our computers during free play to play interactive learning games. On occasion we will watch a video that pertains to our lesson plan with the exception of our Movie and pajama day where we watch a holiday movie.

Filing a complaint with the Office of Child Care

If a problem or complaint cannot be resolved by center staff or the Recreation Council to your satisfaction then contact the Office of Child Care.

Region 3 Baltimore County Office of Child Care
409 Washington Ave
Suite LL8
Towson, MD 21204-4907

Main Office Number: 410-583-6200

Office email: occ3bco@msde.state.md.us

Web link:

http://marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/licensing_office_balto_county.htm 18 | Page

Mandatory Background Check

As of July 1, 2015 Baltimore County's new background screening program for Recreations and Parks volunteer is in effect. This screening will be performed by a security consulting firm: SSCI (The Southeastern Security Consultants, Inc.) Information about SSCI can be found at SSCI2000.com. This background check is mandatory every year, for anyone that will attend our field trips, party days and volunteer days. Once you have a confirmed spot in the program, please go onto the website to complete all paperwork. Please make sure you forward this to anyone that will be filling the Helper Day Requirement for Tiny Tots. Everyone must be cleared prior to the start of school.

https://ssci2000.secure-screening.net/escreening/OApp_LoginEntrance.asp?mode=direct&code=437500

**Enter BCGRec19 in the access code field
Please select Volunteer in the position drop down
You must be listed under White Marsh Rec Daycare**