



Parent Handbook

The Training Station
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www.trainingstationpreschool.com

Table of Contents

Introduction from CrossWay Church.....	2
A Letter from our Director.....	3
Hours of Operation.....	4
Staff.....	4
Philosophy and Goals.....	5
Curriculum Overview.....	6
A Day through the eyes of your child.....	7
First Steps Program.....	8
Preschool Program.....	9
Pre-Kindergarten Program.....	10
Pre-Kindergarten Daily Schedule.....	11
Daily Schedules for First Steps and Preschool Classes.....	12
Extended Days.....	13
Conferences, Fun Fridays and Supplemental Activities.....	14
<u>Policies and Procedures</u>	
Parent Involvement.....	15
Drop off and Pick up Policy & Parking policies.....	15
Health and Safety- Sick Policy.....	16
Communicable Disease Guidelines.....	17
Medication, Accidents, and Allergies.....	18
Guidance and Discipline.....	19
Confidentiality.....	20
Non Discrimination Policy.....	20
Child Abuse Policy.....	20
Snacks and Special Treats (Birthdays, and Special Occasions).....	21
Clothing.....	22
Field Trips.....	22
Fees and Payment Policies and Procedures.....	23
Admission Procedures.....	24
School Closures- Teacher Work Days & Weather Related closures.....	24



Dear Parents,

CrossWay Church would like to thank you for choosing the Training Station for your child's preschool. We appreciate the trust that you have placed in us and the privilege you have given us in getting your child started out in his or her formal education.

The Training Station Preschool was started by the church over three decades ago as an outreach to the community and to meet the needs of providing a quality, Christian preschool. Many of the Training Station staff have been here for years and truly dedicate themselves to the children.

We want you to know that our care for you and your children extends beyond the preschool. We are also here for you as a church. If you do not already have a church family, we invite you to come join us during our Sunday service. We would love to have you as part of the church family in addition to the Training Station family! You can learn more about our church and our family friendly events by visiting our website at www.crossway.cc.

Thank you again for letting us share in this early stage of your child's life journey. We know that God has many blessings in store for you in this coming year.

CrossWay Church

Introduction

Welcome to the Training Station Preschool and thank you for choosing our program for your child.

This handbook will offer you a general overview of our program and policies and will answer some basic questions that you may have about the Training Station Preschool.

Our program is licensed through the Maryland State Department of Education with a Letter of Compliance. In order to be in complete compliance with regulations set forth by the MSDE we undergo annual inspections. We are regulated through the MSDE concerning health, safety, staffing, and class size, along with a variety of other issues concerning the welfare and education of young children.

Terri Poloney

Director

The Training Station



Hours of Operation

Monday through Friday

Morning Session: 9am - 11:30am

Afternoon Session: 12:30 - 3pm

Prekindergarten Session: 9:00-11:00pm Mon, Tues, Thurs, Fri and 9:00-11:30am on Wed.

Our Staff

Director

Terri Poloney

Assistant Director

Andrea Hench

First Steps (2s Program)

Ms. Tara Winklbauer

Ms. Beth Bole

Ms. Jen Backof

Preschool (3s Program)

Ms. Carolyn Hyde

Ms. Tara Winklbauer

Pre-Kindergarten (4s Program)

Ms. Terri Poloney

Ms. Mary-Michele Davis

Ms. Carolyn Hyde

Philosophy

Our Training Station philosophy is based on a verse from Proverbs 22:6:

“Train up a child in the way he should go and when he is old, he will not turn from it.” –NIV

We understand that each child is an individual with their own unique personalities and unique learning styles. It is our goal to provide a safe, exciting learning environment that will encourage each child to explore, create, learn, and interact appropriately with their peers as well as their teachers.

By providing an environment rich in hands-on learning experiences, we hope to actively engage each child in discovering their world through play, social interaction, and creative experiences. We will also strive to instill in each child, self-confidence and a love of learning that will follow them throughout their lives.

Goals

Our Preschool program is designed to provide for your child's changing developmental needs. We strive to be aware of each child's individual traits and developmental progress and to provide them with an environment rich in learning experiences. We hope to instill a level of self-confidence and social skills that will enable them to successfully navigate throughout their educational career.

Religious education is not the focus of our program, however, we are a Christian program and as such we will incorporate Bible stories, snack time prayers, and religious songs into our daily routines. Children in the Preschool 3 and Prekindergarten programs will attend “Bible Story” once a week. These stories are presented at a level that is easily understood by a preschool age child and are reflective of basic Bible tales that are shared by all Christian denominations.

Curriculum

Our curriculum has been developed by our experienced staff and is constantly being evaluated and refined based on observation of individual class groups and current trends and studies in educational expectations. Our staff understands the significance of providing developmentally appropriate curriculum for students and will integrate phonics, math, science, language, art, music, and social studies in their monthly plans. Our program includes activities that are both educational and fun. Each day your child will experience learning opportunities through whole group instruction, small group instruction, and learning center experiences. Creativity in the classroom is encouraged through our various monthly themes which are reflected in classroom centers, story time, art, and music activities. All age groups gain experience in basic school skills such as sharing, taking turns, raising hands to speak, walking in a line, working with groups of their peers, and listening and following directions.



A Day through your Childs Eyes

Every day your child will begin their day with learning through play at the various learning centers set up around the room based on the theme of the month. These learning centers include science, math, literature, dramatic play, music and sensory table activities. In addition the children will have the opportunity to work one on one with the teachers on special projects. These special projects include a variety of art experiences as well as academic and skill related activities. Then after a transitional clean up time the children will come together during circle time. During this large group time the children will have the opportunity to participate in circle time where the teacher will work with the group as a whole with various theme relative activities including story time and music and movement.

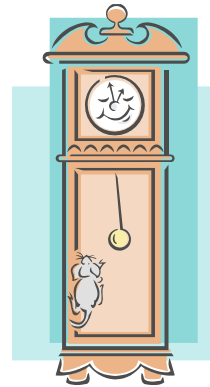
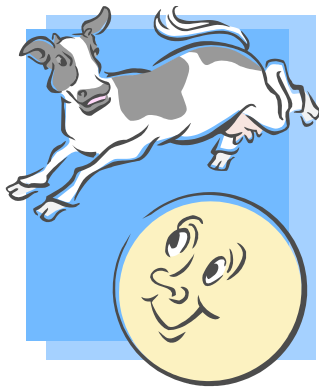
Children will be served a snack each day which will represent two food groups. Table manners and social skills are reinforced during snack time. Each day your child will have time to engage in large motor play either on the playground or in our big room if the weather keeps us from going outdoors



First Steps Program

Our First Steps program is designed to be an introduction to the classroom experience. Children must be 2 years old before September 1st of the school year in which they are starting. Children need not be potty trained to begin our program, we just ask that you provide diapers, wipes, and a change of clothes.

Our First Steps class is largely a socialization experience coupled with structured learning activities. Emphasis is placed on nurturing each child as they become familiar with school and begin to form bonds with their teachers. First Steps classes are frequently the first experience that parents and children have with school and separation. We work with each family to help make the first school experience positive and to help work through any separation anxiety that may occur.



Preschool Program

The Preschool 3 Program is open to children who are 3 years old prior to September 1st. It is designed to provide a balanced curriculum that focuses on social and academic skill development for children of this age. The classroom environment is both nurturing and challenging, fostering a positive learning experience.

Each day provides structured teacher-directed experiences as well as opportunities for self-directed and social play.

Daily crafts projects include both teacher and child-initiated art experiences which promote creativity, fine-motor development and sensory stimulation. Frequent hands-on science and cooking activities reinforce the concepts presented in our learning centers and monthly themes.

Dramatic play areas provide opportunities for language development and playing with others. These are changed each month to reflect specific themes and concepts. The classroom also contains a sensory table that allows children explore the properties of sand, macaroni, field corn, etc.

Circle time includes observing the weather, counting, reading a story, and a variety of games designed to reinforce shape, number, and letter recognition. These games provide opportunities for leadership, cooperation, and taking turns. Music is incorporated during circle time through singing, movement, following directions within songs, or playing instruments.

Children develop pride in their accomplishments and independence as they participate in the daily balance of individual, small group and whole group activities.

Prekindergarten Program

Our Prekindergarten program presents your child with a balanced mix of academic and social experiences within a structured, yet flexible environment. We strive to provide your child with a caring and nurturing classroom situation where they can feel comfortable exploring, playing, and socializing with children their own age.

The variety of our daily activities encourage development of social skills, fine and gross motor skills, self-expression, and confidence building opportunities. Our Prekindergarten program places an emphasis on building a solid foundation of readiness in reading and math. Skills are presented on a daily basis through:

- Literature
- Dramatic Play
- Story Telling/Finger Plays/Poems
- Bible & Chapel Activities
- Art Activities
- Tabletop Manipulative Activities (pre-math skills)
- Letter and Name Recognition
- Phonics
- Music and Rhythm Activities
- Frequent opportunities are provided for making choices and learning to interact positively with others in the classroom setting.

Our Prekindergarten program goals include preparing each child for the transition to kindergarten. Children will be encouraged to develop confidence in their abilities and will be given opportunities to practice the skills necessary for a successful experience beyond the preschool years.

Field Trips are scheduled throughout the year for the children in our Prekindergarten Program. These field trips give the children hands on learning opportunities outside of the classroom.



Prekindergarten Daily Schedule

9:00-9:10	Arrival and check jobs
9:10-9:45	Morning circle activities
9:45-10:00	Snack
10:00-11:30	Classroom center time and small group activities such as art and academic/skill projects
11:30-12:00	Large motor outdoor play – recess
12:00-12:40	Hand washing and Lunch time
12:40-1:00	Second circle time with music and movement activities
1:00	Puzzle time and departure

Wednesday is a shorter day in the prekindergarten classroom and as such will reflect a shortened day schedule which excludes a second circle and lunch.

Daily Schedule for the Morning Preschool/First Steps Sessions

9:00- 10:15	Learning centers and one on one special projects
10:15-10:25	Transitional clean up
10:25- 10:50	Circle Time
10:50- 11:00	Snack
11:00- 11:25	Large motor outside or inside based on weather
11:25- 11:30	Puzzle time
11:30	Departure

Daily Schedule for the Afternoon Session

12:30- 1:45	Learning centers and one on one special projects
1:45- 1:55	Transitional clean up
1:55- 2:15	Circle time
2:15- 2:30	Snack
2:30- 2:50	Large motor outside or inside based on weather
2:50-3:00	Puzzle time
3:00	Departure

*These schedules are only a general guideline and may vary on any given day to make additional time for special events. It will certainly vary from one age group to another in accordance with attention span and ability levels for each class.

**During Learning Center Time, the children will have the opportunity to participate in various experiences involving music, science, math, exploration, art, reading, writing, socialization, dramatic play, manipulatives and social studies.



Extended Day Programs

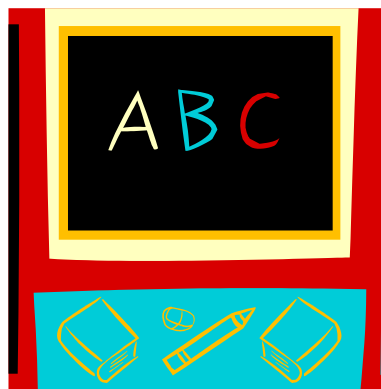
The Extended Day programs are created to provide opportunities for children to stay a few hours beyond their actual preschool day or to attend an extra session. Extended day activities allow children to explore new themes that incorporate science, the arts, music, and physical activities to facilitate social learning.

Our extended days include time for a packed lunch, outdoor play, and opportunities to socialize with children from other classes. There is an additional fee for each program and sign up is on a weekly basis. Space is limited.

Payment for extended day participation must be made prior to attendance. Payments may be made on a weekly or monthly basis.

Conferences

Parent teacher conferences are a great opportunity to see how your child is developing. This gives both the parent and the teacher an opportunity to discuss how we can partner together within and outside of the home to meet the child's needs. These conferences can be set up throughout the year however, we do recommend that this is a special time for just the parent and teacher set up outside of drop off and pick up time. In addition, parents of Prekindergarten children may be asked to arrange for a special conference in the spring to discuss Kindergarten readiness.



Policy and Procedures

Parent Involvement

We welcome your participation in our program. Throughout the year there are numerous opportunities to help with holiday parties, programs and special events. With your help the children can enjoy benefits of your involvement and your engagement during these special times.

Drop off and Pick up

Please walk your child into the door assigned to your child's class. We ask that children be dropped off and picked up at the scheduled time. You are required to sign your child into school using our Hi Mama app.

It is imperative that your child be picked up on time at the end of their session. If lateness becomes a chronic issue, we do reserve the right to impose a \$5.00 late fee for every minute you are late.

Our parking lot does become busy during drop-off and pick-up times and it is essential that you keep your child safe from entering and exiting traffic.

Please park in the parking lot and avoid parking at the entrance of the building.

We ask that you give notice of any variation of people who will be picking-up your child. You may send a note through the Hi Mama app or call the school to let us know of a change. We also ask that you explain our policies to anyone that you send to drop-off and/or pick-up.



Health and Safety

Sick Policy

If your child is going to be absent from school, please contact the office. The following guidelines should be used when trying to decide whether to send your child to school. Keep your child home if he/she exhibits any of the following symptoms:

- Fever
- Runny nose-especially if it is thick yellow or green in color
- Excessive sneezing or coughing
- Sore throat
- Diarrhea/vomiting

Children should not return to school until SYMPTOM-FREE FOR AT LEAST 24 HOURS. Sometimes an extra day of rest helps to avoid a relapse. With any contagious illness, please contact the office. As a rule of thumb – if your child is well enough to attend school he should also be well enough to go outside and play.

Communicable Disease Guidelines

Please call the office immediately in case of **communicable disease**. The Maryland State Department of Health and Mental Hygiene, Epidemiology and Disease Control Program have given us the following guidelines for when children may return to school after an illness.

COVID-19-Please call school or the Health Department for direction on when your child should return to school.

Pink eye (infectious conjunctivitis) - when released by a physician to return to school. Whites of eyes should be clear.

Head lice - at least 24 hours after treatment with Permethrin 1% Nix.

Strep throat - at least 24 hours after starting antibiotic treatment.

Vomiting - at least 24 hours after last episode of vomiting.

Diarrhea - at least 24 hours after last episode of diarrhea.

Fever – when your child no longer has a fever and is not on a fever reducing medication, **OR** your child has been on antibiotics for at least 24 hours,

OR your child has a note from a health care provider that says he is not infectious and is able to participate fully in school activities even though he may still have a fever.



School Accidents

We take great care to keep your child safe, but accidents do happen. Members of our staff are trained in First Aid and CPR. We will take appropriate action whenever an accident occurs and will call you immediately in case of an emergency. Your child's teacher will inform you if your child has a minor accident and provide a report for you to sign.

Allergies

If your child has a food allergy you must complete an allergy form and have your pediatrician sign it. Completed allergy forms are posted for all staff to see in the kitchen as well as in the classrooms.

Medication

We do NOT dispense any medication other than an EpiPen in an emergency and according to physician's signed directions.

Guidance and Discipline

We seek to redirect your child's behavior in positive directions. We will never use physical punishment to shape children's behavior. There are times when we need to call attention to inappropriate actions. Should inappropriate behavior continue to be unresolved or recurrent, our teachers and director will speak with you to help monitor and encourage proper behavior.

Our first method of dealing with unacceptable behavior is to make sure the child understands the inappropriateness of his actions and then we try to help the child handle his negative feelings through acceptable outlets. We encourage the child to use words instead of negative action when expressing anger or frustration. Continued unacceptable behavior and non-responsiveness to authority figures will result in the child being separated from the group activity. The child will sit with the teacher, assistant, or director who will work on redirecting the child's negative behavior.

Aggressive behaviors, including hitting, punching, and biting are serious infractions. Children who demonstrate this type of behavior will be separated from the group to cool down, and if the behavior persists the parent will be called to remove the child from school for that day. These types of behaviors will be carefully and diligently monitored. If it becomes apparent to the staff and director that our preschool setting is not a good match for the child, it will be recommended that the child be withdrawn from our program. Our main concern is safety for all children, and we will be firm in our resolve to maintain a safe school environment.

Children who continually display uncontrollable actions which regularly disrupt classroom activities will also be assessed as to their readiness for our program. Occasionally children do not respond well to the group dynamic and perhaps waiting another year or finding an alternative program is a better choice for everyone.

Confidentiality

All student records are confidential and will only be accessible to MSDE Office of Child Care and authorized center personnel only or persons who present documentation verifying legal parental rights.

Non-Discrimination Policy

The Training Station Nursery School does not discriminate with regard to race, color, sex, national origin, or religion.

Child Abuse Policy

By Maryland law it is imperative that anyone (including the staff of The Training Station) who has reason to believe that a child has been subjected to abuse on or off school property by a staff member, a parent, guardian, caretaker or a household or family member **must** notify the Worcester County Department of Social Services. All staff members of The Training Station are trained annually in the identification of child abuse, and we are mandated by law to report any suspected abuse/neglect.



Snacks

Snacks are served in accordance with the State of Maryland guidelines. A monthly snack calendar is posted. Snacks always include two food groups which include 100% juice, skim milk or water with the exception of special events and parties.

Birthdays or Special Treats

You are invited to sign up on the birthday calendar and bring in a snack on your child's birthday or for a special occasion. If you would like to bring in homemade items, we do ask for the packaging and/or ingredient list, including any icing used, to ensure safety of children with allergies. In addition, if you would like to bring in favors, please give them to the teacher. She will ensure that they are properly handed out at the end of the day and are appropriate for children who may have allergies.



Clothing

Please send an extra change of clothes which is labeled to be used at school in case of an accident. Please dress your child in play clothes and expect they may get dirty during the day. We use a variety of art mediums and although we do wear smocks, we do make messes, so please dress your child accordingly. Sleeves that can be easily pushed or rolled up are recommended. We ask for you to refrain from sending your child in onesie type outfits including but not limited to overalls.

We do take the children outside for on winter days that are not wet or snowy. Hats and mittens are needed. Please be aware that dresses are sometimes inadequate for keeping little girls warm during cold weather. Please label your children's removable items such as jackets, sweatshirts, scarves, hats, and mittens.

Field Trips

While children can have great extended learning experiences on Field Trips we depend on your help with transportation for these events. Driver signups will be available at least a week prior to the trip. If the slip is not returned a day prior to the field trip the child may not participate. All children must have a safety seat and parent drivers must enforce the law when you are attending field trips. As a chaperone/ driver we ask that siblings to be left with another caregiver while you spend this special time with your child. It is imperative that you be undistracted and effective in the supervision and safety of the children in your care.

Tuition Fees and Payment Policies and Procedures

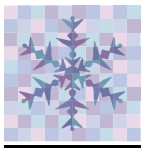
Upon registration you will pay one month's tuition along with an annual fee which is set according to the number of days per week your child will attend school. You will receive an invoice monthly through the Hi Mama app. You may choose to pay the year in full if you prefer. When you enroll in our program you are contracting for an entire school year, September-May.

Policies Concerning Fees and Tuition

- Families with 2 or more children enrolled enjoy a price break of \$10 per child.
- A non-refundable annual registration fee plus one month's tuition is due and payable upon registration.
- One month's tuition is collected with registration (applied to the last month of the school year). September's payment is due upon entering school in September.
- Members of the clergy and families who regularly attend CrossWay Church receive a tuition reduction of 10% per child enrolled.
- Families who regularly attend CrossWay Church are given priority in regard to enrollment.
- Tuition is not adjusted for vacation, inclement weather, absenteeism, emergency closures, and there are no makeup days on the schedule.
- Tuition is a yearly fee but may be made in monthly payments.
- Tuition is due by the 1st of each month and a **\$10 late charge per week is due if payment is not received by the 1st**. It is a requirement that you speak with the Director if you are unable to make payments as scheduled. Failure to make payments will result in dismissal from the program.
- A returned check fee of \$35 will be due for any returned checks.
- Refund policy: **All deposits are non-refundable; no exceptions will be made.**

Admission Procedures

- A completed Enrollment Agreement along with a deposit of an annual fee and one month's tuition is due at registration.
- Health Forms with immunization records are to be completed by parent and physician and turned in prior to the start of school.
- Emergency card.
- Hi Mama participation form.



Weather Related Closures

We follow Worcester County School system regarding weather related closures. However, if they open with a one-hour delay, we will still open on time. If there is a two-hour delay, we will only open for afternoon sessions. If the county closes early for weather related reasons we will also close early. Please check your Hi Mama app for closing information. We do not provide make up days for these closures.

Keep in mind that the county delays for foggy weather as well as snow and ice.

Teacher Workdays

Teacher Workdays are scheduled each month as outlined in the school calendar. These days are essential to the quality of our program. It is on workdays that the teachers re-create an exciting learning environment for the upcoming month. We also use these days to plan the daily and monthly program, to build staff relationships, and to provide continuing education for the staff. School is **closed** to the children on these days.

