

Pine Grove Tots

Policies and General Information

Pine Grove Tots is a co-operative play program for 3 & 4 year olds under the auspices of the Parkville Recreation Council. We firmly believe that children this age learn through play. We encourage children to play and get along with others at all times. We are licensed by the State of Maryland Office of Childcare. Our staff is accredited and current in CPR and First Aid. As a co-op, parents (or grandparents) are encouraged to participate in the classroom on a 4-6 week schedule, but is not mandatory. Prospective parents are welcome to observe classroom by appointment. Each 2 hour class consists of a maximum of 20 children supervised by 2 teachers and maybe one- two volunteers. **Children applying for the 3s program must be 3 years old by September 1st of the year attending and 4 years old by September 1st for the 4s program. All children must be toilet trained before starting the program.**

Pine Grove Tots provides no transportation.

Applications with the **NON-refundable application fee** are accepted on a 1st come 1st served basis based on the postmark on the envelope. **This fee only holds your child's spot until the June registration where the 1st tuition payment is due.** If you are unable to attend the registration session, the parent will need to contact the President of Pine Grove Tots. Tuition payment will need to be received prior to the June registration date. You child's spot in the program will not be held if payment is not received. **Tuition is NOT refundable.** Any parents who sign their child up after the June registration will need to mail the application form, the registration fee and the 1st tuition payment in together. If the child is not accepted into the program at that time, the tuition will be returned to the parent. Non-payment of tuition within the required time will be grounds for dismissal of a child from the program. If class is full, you may choose to be put on our waiting list. If a spot becomes available, it will be filled by 1st name on the list.

Children already enrolled in the 3s are allowed to pre-register for the 4s program within a certain time frame. Board members are given preference when registering another one of their children.

Handicapped children and children with emotional or behavioral problems may be admitted to the program and given time to adjust within their age group. Every effort will be made to help the child remain in the program. However, repeated disruptive behavior will be cause for dismissal. The Teachers will make the final determination.

There will be a drop-in day prior to the 1st day of class. This will allow parent and child to time to acclimate themselves with the classroom and teachers. Notice will be sent to the home as to date and time.

On the first day of class, children should be brought to the Rec Room of Pine Grove Elementary School, 2701 Summit Ave. Baltimore, MD 21234. The Rec Room is the last set of double doors at the far right end of the building when facing the school. All children must be signed in and out of class. Parents may introduce themselves and their child to the Teachers and should then leave. Children must always be dropped off and picked up at the classroom. Children should not be brought to class any earlier than 5 minutes before the class is scheduled to begin. They should always be dropped off and picked up on time.

Children should wear play clothes to class. Since outdoor play is planned when the weather permits, children should be dressed appropriately with closed toed shoes, coat, hat, gloves,

boots, etc. These items should be labeled with the child's name. Pine Grove Tots will not be responsible for any lost clothing.

Children may not bring anything with them to class, unless it is specially requested. Children will take turns bringing in an item to share for Show and Tell. On the day before a child's Show and Tell day, the teacher will pin a note to the child's shirt, telling parent's that the child may bring one item of interest to share with the others on the next class day. If the child is absent for his/her show & tell day, you may send it in when he/she returns.

When children are involved in an outdoor activity, they must return to the classroom before being dismissed. Parents may not leave with their child until the Teachers have taken the class back inside for dismissal and child has been signed out. This is important for the safety and protection of the children.

If a child is absent for more than two consecutive classes, parents are asked to contact the Teachers and make them aware of the reason for the absence. If a child has a contagious illness, parents should contact the Program immediately. Notice of communicable diseases, such as chicken pox, will be posted on the door of the Tots room.

A class list of names, addresses and phone numbers will be distributed shortly after the program begins in September. The Tot newsletter will show any additions and corrections to the list. It is each parent's responsibility to keep their own Class List updated.

Group and individual pictures will be taken of the children during the Tots year. Necessary information will be sent home to parents prior to the day the pictures will be taken. There is no obligation to purchase the pictures.

Parent Helpers should dress and act in a conservative manner on their Parent Helper Day. No smoking is allowed in the classroom, restrooms, or on the school property. Please try and refrain from using cell phones while participating in the class.

On a Parent Helper day, parents may not bring any additional children with them. If another child is brought to class on a Parent Helper day, the parent will be fined.

Class schedules will be sent home every few months. **Your name is scheduled for a helper day. Check Monthly calendar for your day. You are encouraged to stay as a Parent Helper on that day and will help in the room. You will also see your child's interaction with others.**

In addition to the scheduled Parent Helper days, parents must be willing to perform at least one of the following Class Jobs: Party Parent and Clothes-washing Parent. All parents are Craft Parent (cutting/preparing).

Parents **should not call** the Pine Grove Elementary School office to contact the Teachers. Pine Grove Tots is a Parkville Recreation Council Program and is not affiliated with Pine Grove Elementary School.

To contact a teacher, parents should call a Board Member or the classroom. The Board Member will relay the message to the teacher and the teacher will then call or email the parent. In an emergency, parents should call the **Tots classroom at 410-661-6237**, a Board Member, or the Parkville Recreation Council office at 410-887-5300. A message will be relayed to the teacher promptly.

Pine Grove Tots will follow most Baltimore County Public School rulings concerning school closings for legal holidays and inclement weather. If schools are closed, Tots is closed. If schools are open one hour late, so does Tots AM class. If schools open two hours late, there will be no Tots AM class. If schools close two hours early, there will be no Tots PM class.

Parents interested in becoming Board Members should volunteer for those positions.

Board Members will be selected at the end of the program year for the coming year. It is preferred that the Vice President position be filled by a parent in the 3-year-old program so that he/she will become fully experienced in the policies of the program and can accept the Presidency the following year.

Should you have a complaint, please address your concern by submitting a letter to the parent board. The parent board will discuss and address the concern. If you feel the complaint needs to be addressed further, please send a letter to the Parkville Recreation Board.

Since the Pine Grove Tots Program is sponsored by the Parkville Recreation Council, parents are encouraged to attend the Recreation Council meetings on the third Tuesday night of each month. It is helpful to have Pine Grove Tots interests represented there.

We thank you for your interest in our program. We are committed to offering the best introduction to school and learning for your child. We welcome the opportunity to work with your child and you to give them the ABC's, songs, stories, crafts and pre-readiness skills needed to succeed in kindergarten.

6/10/2016