

HONEY MACCALLUM CHRISTIAN PRESCHOOL

**A ministry of
PATUXENT PRESBYTERIAN CHURCH
23421 Kingston Creek Road
California, MD 20619**

**School: 301-863-8600
Church Office: 301-863-2033**

**Mailing Address:
23421 Kingston Creek Road
California, Maryland 20619**

**Email:
thedirector@hmcpreschool.com**

**Website:
www.hmcpreschool.com**

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2017-18 Calendar

We follow the St. Mary's County Public Schools calendar for days off and inclement weather. We start at 10am on 2 hour delay inclement weather days.

9/8	Friday	Orientation
9/11	Monday	1 st Day MWF MMO & 3s, PreK 4s
9/12	Tuesday	1 st Day TTh MMO & 3s, PM PreK 3s4s
9/22	Friday	No School – SMCPS Prof. Day
10/9	Monday	No School – Columbus Day
11/10	Friday	No School - Veterans Day (observed)
11/22-11/24	Wed. – Fri.	Thanksgiving Break
12/20-1/1		Christmas Break
1/2	Tuesday	School Resumes
1/15	Monday	No School – MLK Day
2/19	Monday	No School – Presidents' Day
3/24-4/2		Easter Recess
4/3	Tuesday	School Resumes
5/28	Monday	No School – Memorial Day
5/29-6/1		Last Week of School
5/31	Thursday	Last Day TTh MMO & 3s PM PreK 3s4s
6/1	Friday	Last Day MWF MMO & 3s, PreK 4s PreK Graduation

Welcome to Honey MacCallum Christian Preschool. We are so glad that you have become part of our family. The teachers and I truly love our school and we hope that you will feel the same way. We take great pride in what we do and provide a loving, safe, Christian environment for your child to grow and thrive. If you are a returning family, we thank you for continuing to put your trust in us for the education and nurturing of your children.

Communication is very important between school and home. If you have any feedback, problems or concerns, please feel free to give me a call, email me or come by the office at any time.

Blessings,
Diane Byers
Director
thedirector@hmcpreschool.com

HMC Staff 2017-2018

Mothers Morning Out

Cherie Crescini
Donna Dursee
Trish Murph
Erika Wolfe

AM PreK 4s

Anna Bean
Carolyn Piland

T/TH 3s

Courtney Smith
Tricia Sowa

PM 3s/4s

Michelle Dougherty
Erika Wolfe

MWF 3s

Courtney Smith
Tricia Sowa

Our Philosophy

The preschool and kindergarten years are the most significant in the development of children. It represents a time when learning is swift and curiosity is at a peak.

The mission of Honey MacCallum Christian Preschool is to provide a safe, loving, and enjoyable Christian learning environment for your children.

The children will have an opportunity to develop an awareness of the presence of God in their world. The children will learn that God is loving and forgiving and that the church is a warm and inviting place where they can feel happy together.

For children to fully develop, they need to explore at their own pace in an atmosphere of security and love. Curiosity and wonder need to be stimulated to help build self esteem. During this formative time independence, creativity and thinking need to be encouraged.

Above all, children with the help of caring, loving trustworthy adults will come to know that God is loving, caring, and trustworthy.

Our Goals

To grow in independence: To help children grow and develop as unique individuals, learning to do things themselves and make right choices.

To learn to get along with others: Children need to learn to work together and to share.

To develop self control and self discipline: Children need to know there is appropriate behavior in dealing with each other, stressing good manners.

To encourage curiosity, wonder, and self esteem: Teachers need to listen to children, respect their needs and compliment them sincerely, thereby encouraging them to feel good about themselves.

To nurture faith: Children need the help of adults to develop an awareness of the presence of God in themselves and others.

To form healthy relationships: Children need to form healthy relationships by learning about family, self, and friends.

Our Program

Honey MacCallum takes the “whole child” approach to learning. Intellectual skills are an important component of our learning program. We place great importance in social, emotional, and physical development. We also feel it is very important to enable the children to learn as small children do – through play! Our program is structured, but children also self direct, and we use teachable moments as available. These activities include art, music, movement, language, math, science, social studies, and devotions.

We are licensed by the MSDE (Maryland State Department of Education) as a child care center. Our Director is a Qualified Director of Preschool and teachers meet Lead Teacher Qualifications for Preschool ages. This means that we are inspected yearly and have to remain in compliance with the MSDE regulations. A copy of these regulations and your rights in regulated childcare are available near the Preschool Room and online at MSDE or our website. See below.

Maryland Guide to Regulated Childcare Brochure

This brochure can be found posted in our preschool or online at:
<http://www.marylandpublicschools.org/NR/rdonlyres/84577FAC-09F7-4933-8A9C-649D7CB04678/14988/ParentBrochureMSDEDecember2007.pdf>

Enrollment

To enroll, a registration form must be filled out and submitted with a NON-REFUNDABLE registration fee of \$140. You will receive a packet of paperwork that must be completed and returned to HMC by August 1st.

Each student is required to have a complete physical, a lead screening and all shots must be up to date. **If your child receives additional shots during the school year please bring proof of immunization to the office to have your child’s records updated.**

Withdrawal

Parents must give two weeks written notice prior to withdrawal of their child. Tuition will be paid for covering the two week period following either written notice or withdrawal of your child.

Tuition

Regular tuition fees are paid in full regardless of your child's attendance or the number of days the school is open that month. Credit is not given for vacation, sick days, holidays or weather closures. Tuition is DUE by the the 1st of each month and LATE after the 5th. There is a \$15.00 late fee for tuition not submitted by the 5th of each month. Tuition can be placed in the blue Tuition Box outside of the upstairs preschool room. AM PreK tuition can be placed in the "mailbox" outside of the classroom downstairs. Many families choose to use their bank's Bill Pay system and have a check mailed to the church. You may also mail your tuition directly to school at: 23421 Kingston Creek Road California, Maryland 20619. A \$15.00 fee will be charged for each returned check.

Inclement Weather

We follow the St. Mary's County Public Schools schedule for closings. If St. Mary's County Schools are closed, we are closed. **If there is a two hour delay, Honey MacCallum will open at 10AM.** Email notification from teachers may occur, but it is not guaranteed due to unpredictability of weather situations. Please check www.hmcpreschool.com, Facebook page, listen to local radio stations, watch the local news or visit www.smcps.org to get current information regarding school closures or delays. Per school policy, we do not make up snow/inclement weather days. **Please note that it may be necessary to enter through the front door by the church office in bad weather if all sidewalks have not had time to be salted and cleared.** This is particularly important to the downstairs PreK families.

Parent Visits

Parents are welcome in our classrooms. If you have a unique or special talent, knowledge, or culture you would like to share that would enrich our curriculum, please contact the Director to discuss a possible visit to the classroom. Anytime you participate in your child's school, he or she feels very special.

Please feel free to visit us at school. **We encourage parents to drop in at anytime, with or without notice, however, you must go to the office first to check in and the Director will escort you to the classroom.** To make your visit a positive experience for you, your child and your child's teacher, we ask that you leave siblings at home. For the safety of our children, we ask that parents refrain from entering the playground while there are children outside.

Exterior Doors

For safety, we will lock exterior doors to the building, with the exception of the doors next to the office, from 9:30-11:45 AM and after 12:30PM. Doors open for drop off and pick up are: main doors by church office, doors across from Preschool Room, doors on the front side of the building near the Fellowship Hall, and downstairs by the PreK Room. The room at the end of the MMO hallways is not to be used for school. It will remain locked. Due to church activities, some doors may not be locked daily.

Hours

All AM 3s and MMO classes begin at 9:15 AM and end at 12 PM. AM PreK 4 begins at 9:15 AM and ends at 12:15 PM. Please drop off and pick up your child promptly. At drop off, please wait in the designated areas until a teacher opens the door. At pick up, your child will be released by the teacher directly to you. If parents do not pick up children on time, a late fee will be charged. Late pick up fees are as follows: At 10 minutes after - \$5.00, then \$1.00 per minute thereafter. If parents are habitually late at pick up time, we reserve the right to request that your child be withdrawn. **If you are running late, please call the office to let us know! We do understand occasional delays.**

Arrival and Departure

Children must be accompanied by a parent or other adult when arriving to or departing from the school. **Please make sure your child is signed in and out every day.**

No child will be released to anyone other than parents, guardians, or those persons specified on the Authorized Release Form. Please be aware that we will ask for ID if someone we haven't met is picking the child up, including a parent we have not yet met. If you are aware in advance that someone else will be picking up your child, please send in a note, email the Director or your child's teacher. We will also need written notification of car pools.

When arriving and departing, please be very attentive to your children at ALL times. **Please DO NOT leave any children/babies in your vehicles unattended while you are bringing other children into the school.** Before the children are signed in and after they are signed out, they are your responsibility. Please do not allow your children to run in the building, or outside in or near the parking lots. **PLEASE** remember to drive very slowly in the parking lot and be attentive to children and other cars.

Absences

If your child will be absent for an extended period of time, (vacations, etc.) please inform your child's teacher. If you know your child will be absent, it is recommended, but not required, that you email the child's teacher or the Director or leave a voicemail at the office.

Illnesses

Germ spread quickly in preschool. To keep the spread of germs to a minimum, if your child should become sick during school, you will be called to pick him or her up immediately. A fever of 100.5 degrees orally or 101 temporally (forehead thermometer) is cause to be sent home or be kept at home. **If your child has been home due to illness, they must be 24 hours free of fever, fever reducing medication, vomiting, and diarrhea, before returning to school.** If your child has contracted a communicable disease (i.e. pink eye, fifth disease, chicken pox, etc). you must notify the school and a doctor's note of treatment and/or clearance must be brought to the office before your child is readmitted to school.

Injury

If your child has a minor injury i.e. bump, small cut, parents will be notified at pick up time or you will be called, if necessary. If your child should become severely injured or ill, standard first aid will be administered and parents will be contacted immediately. If needed, 911 will be called and your child will be transported to the nearest hospital. Please be sure that all contact information is kept current on your child's emergency cards.

Emergency Preparedness Plan

We take the safety and well being of your children very seriously. We have developed an Emergency Preparedness Plan and our staff has been trained to handle various emergencies if any should arise while your child is in our care. Please be sure that we have current information and phone numbers for your child's records at all times. **In the event that we have to vacate our building, your child will be taken to the Riversong Daycare Center at Our Father's House church down the street (toward Rte. 235) for pick up.**

Medication

We only administer emergency medication at HMC. If your child requires emergency medication on site, parents must complete a Medication Authorization Form. Medication must be in the original container with your child's name, date, dosage, doctor's name, doctor's phone number and expiration date. Please be sure that all medication is current and if it needs to be replaced during the school year, please bring in new medication before the old medication expires. All medication is to be turned in to the Director. DO NOT leave medication in your child's back pack or lunch box.

Allergies

Please be sure that any and all allergies are indicated on your child's Emergency Card. If allergies change during the school year, please inform the Director and your child's teacher to have this information updated. Our school is Peanut Free.

Snack Time

Each day your child will need to bring a snack from home. Please send non-perishable food and a juice/drink with your child each day. We encourage the importance of healthy eating, so please refrain from sending any sweets or candy as snacks. We also ask that you help your child remember that we do not share snacks. Here are a few things to remember to help snack/lunch to run smoothly:

1. Include a napkin and any necessary utensils.
2. No peanut products allowed.
3. Mark your child's lunch box with his/her name. Many children have a hard time locating their box among all of the others so a special sticker, etc. can be helpful.

Parties

Throughout the year we will celebrate some special events with parents. You will receive plenty of notice from the teachers regarding any parties for your child's class. These will include some holidays, Mother's Day Tea, Donuts with Dads, and more. We will ask parents to help with some parties by signing up to bring food or paper products. Your child will not need to bring snacks on those days.

HMC Tote Bags/Back Packs/T-shirts

All students receive an HMC canvas tote bag and HMC T-shirt at Orientation or upon registration. Mother's Morning Out students need a change of clothes and shoes, diapers and wipes in their tote bags. Preschool students will use their bag to carry a school folder, lunch bag, library book, and other take home items. The Registration Fee covers the cost of the bag and t-shirt. No change of clothes is necessary for preschool students. If your child has an accident, we provide a change of clothes you may launder and return the next school day.

Birthdays

Birthdays are very special and we try to make your child's birthday special at school too. We invite you to donate a new hardcover book on your child's special day to add to our lending library. Take time to have your child help you choose a book he/she would like to purchase and share with their classmates. You may inscribe the cover to HMC in honor of child's name on his/her birth date. Wrap it and we will have your child present it at circle time and we will sing Happy Birthday!! We will read the story and then add it to our lending library for all of the children to enjoy. If you would like to send in a special treat to celebrate, please speak to your child's teacher to check on the number of treats to bring and verify if there are any allergies in the classroom.

Field Trips

The children in Mother's Morning Out, Preschool, and PreK will have field trips throughout the school year. You will be informed of the information prior to any trips. We do not transport the children to the field trips, so we ask that parents come and enjoy the field trips with us. Please check your email for notification of cancelled field trips due to inclement weather.

Scholastic Book Orders

Reading is very important and we love to encourage parents to read to their children and help the children learn to read to you. We will be offering a monthly book order flyer to parents. These orders are optional. **You may fill out the form, attach a check written out to the correct club and submit the order to your child's teacher or order online.** Books are usually sent to the school within two weeks.

Clothing

We have a fun and messy time in school – easel painting, finger painting, gluing and cooking. Although we take precautions to protect your child’s clothing, they will be more comfortable, enjoy themselves more, and feel freer to participate if they are dressed in true play clothes. Wearing clothing that they need not worry about (too much) will facilitate their play and learning at school.

Please remember to send sweaters, coats, gloves, hats, scarves and whatever the weather requires for outdoor play. **All items should be labeled with your child’s name.** We go out every day except for extreme cold or rain, etc. Also, if you wish for your child to have sunscreen on for outdoor play, please apply before they come to school. You need not send any extra clothing for your child if they are in the 3’s - PreK. We keep emergency change of clothing for the children. MMO students bring a change of clothes and shoes in their tote bag. It is safest for your child to wear rubber soled shoes. Jellies, sandals, and slick soled dress up shoes are not safe on the outdoor climbing equipment. Shoes should be closed toed. Shoes with wheels are not permitted.

Personal Items

Please be sure that all of your child’s items are clearly labeled with his/her name. Sometimes children have the same lunch boxes, coats, sweaters etc. and it can cause confusion. Also, it assists the teacher or substitute when a child is in need of assistance. We also ask that children do not bring toys from home to play with at school. We occasionally designate a few show and tell days and children may bring something from home to share with their friends.

School Rules

We try to limit our rules to just a few aimed at ensuring a safe and pleasant school environment for your child. We would like for you to be aware of the rules that we ask your child to follow.

1. Be a friend.
2. Listen.
3. Share.
4. Walk, Don’t Run.
5. Help Clean Up.

Parent Resource Library

A Parent Resource Library is available in the Director's Office. Please stop by if you need a special book or information about behavior issues, parenting, childhood diseases, grief, and more.

Parent/School Communication

Parent/School communication is vitally important. We use many forms of communication with parents. Each teacher has a school email address that will be sent home at the beginning of the school year. Each classroom will send home a monthly newsletter in your child's folder for easy reference. Please take time to read your newsletters and the messages on the white board outside of the room. If at any time you would like to discuss concerns about your child's progress or other questions, please feel free to talk to your child's teacher and/or the Director. Phone or in person conferences can be arranged.

HMC Discipline Policy

At HMC, we base our discipline policy on the approach outlined in the book, 123 Magic by Dr. Thomas Phelan. If anyone is interested in checking out a copy of the book or DVD from our Parent Resource Library, please see the Director. To a child, rules and boundaries mean love. The goal of discipline is self-control. At HMC Preschool we use this general method of correcting misbehaviors.

1. The misbehavior is discussed with the child to make sure he/she understands what the rules are and why the rules are necessary.
2. If misbehavior continues, a child will be redirected to another play area.
3. When appropriate, a child may be given a "time out" from his play, not to exceed one minute per year of the child's age.

If a child exhibits serious misbehaviors which cannot be corrected by the above procedures, parents will be notified and be asked to assist us to correct the behavior or withdraw the child from the school. Our goal is to discipline a child while supporting him emotionally and guiding him toward self-discipline and self-control.

MSDE Developmental Screening

In accordance with MSDE (Maryland State Department of Education) licensing requirements, HMC will conduct a developmental screening on your child once or twice per school year, depending on the age of your child. We use the Ages and Stages developmental tool. Parents are required to fill out a questionnaire regarding their child's abilities and we will score it and share results with parents. Referrals to the Maryland Infants and Toddlers may be made or to outside professionals, if deemed appropriate. Our goal is to support this process for earliest intervention.

HMC Parent Permissions Form

At Orientation or upon registration, parents must sign the HMC Parent Permissions Form. This form includes information we are required to provide per our licensing requirements from the Maryland State Department of Education. A copy of this form is provided on the last page of this Parent Handbook.

Screen Time Policy

Honey MacCallum Christian Preschool does not use any passive screen time in our programs. Videos are used occasional for special programs in limited quantity.

HMC Parent Permissions

Parent Copy

Child's Name: _____

Please Initial Each Item

_____ I have received an HMC Parent Handbook, which includes a description of the discipline policy used at HMC Preschool.

_____ I have been advised there is a Maryland Brochure, "A Parent's Guide to Regulated Childcare" and that I may access it in our preschool or online at the link provided in the Parent Handbook or on our website.

_____ I give permission for my child, named below, to exit the building to walk around the Patuxent Presbyterian Church property for the purpose of fire drills, nature walks, and outdoor visitors. I understand my child will be closely supervised at all times.

_____ I have been notified that my child may receive a developmental screening per MSDE regulations and the results will be shared with me.

HMC Media Release

As part of our educational program and advertising for our school, students are occasionally asked to be photographed or have their work displayed. Please check the appropriate boxes below.

In print	<input type="checkbox"/> Yes	<input type="checkbox"/> No
On the HMC website	<input type="checkbox"/> Yes	<input type="checkbox"/> No
On Facebook	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I have read and agree to the above information as indicated.

Parent's Signature

Date