



# Parent Handbook 2018-2019

Bryn Mawr Presbyterian Church  
Weekday School  
625 Montgomery Ave.  
Bryn Mawr, PA 19010  
610-520-8840



# Bryn Mawr Presbyterian Church

## Weekday School

625 Montgomery Ave.

Bryn Mawr, PA 19010

School Office 610-520-8840

Church Office 610-525-2821

Director - Kim Black

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## PROGRAM

The Weekday School program consists of a wide variety of engaging activities designed to help each child grow in a happy, nurturing environment. There are opportunities for individual exploration and discovery as well as opportunities for group participation. Through play, the children develop skills for interacting in a positive, caring way with peers.

## ATTENDANCE

It is important that children attend the Weekday School regularly and arrive on time. Activities begin promptly, and children who arrive late miss an important part of their preschool day. If arriving late, park and walk children into the classrooms. Be sure the teacher has marked the child into the attendance log before leaving.

If you are keeping your child home due to illness, please e-mail the teacher and Director and indicate the nature of the illness. By providing staff with this information, it is possible to issue health alerts when appropriate in order to decrease the spread of infection.

Changes in daily routine or family life can affect a child's preschool experience. Please communicate to the Director or Lead Teacher such issues as: illness of any family member or pet, extensive traveling by a parent, moving, a new member in the household (new baby, grandparent or nanny), new medications, lack of sleep, or an especially busy weekend that may have interfered with the normal household routine.

Please remember that children need a good night's sleep and a healthy breakfast for an optimum preschool experience.

## ARRIVAL AND DISMISSAL

Students will arrive and be dismissed via the Fisher Road Circle. It is our goal to keep car line moving safely and efficiently. We ask that for your safety and the safety of the children that you please treat Fisher Road as a one way street heading towards Montgomery Avenue. In order to ensure your child's safe arrival, please do not attempt to make a left-hand turn into the circle at arrival time. Also we strongly urge you not to attempt a left-hand turn onto Montgomery Avenue when departing the school as this is a very busy intersection and causes delays in the car line.

School doors open at 8:45 a.m. and we ask that you wait until that time to drop your children off as teachers need this time to prepare their classrooms for the day. The teaching staff is on duty to receive your child from 8:45 a.m. - 9:00 a.m. Please arrive before 9:00 a.m. to ensure a smooth start to your child's school day. After 9:00, please park and walk your child into school. At 9:00 the teaching staff is needed within the classroom to begin our fun-filled day. Due to obvious safety concerns children must be escorted into the classroom by a parent or caregiver when arriving after 9:00 a.m.

Dismissal begins promptly at 11:30 a.m. and parents/caregivers should be in line waiting by 11:30. Dismissal is over when there are no other cars waiting in the Fishers Road Circle. Any children who are remaining at the end of dismissal are brought into the classroom to wait. If during dismissal time you cannot wait in line please park your car in the lot located at the back of the chapel and enter the school via the playground doors and collect your child. For safety reasons, we recommend against parking in the Fisher's Road lot because it requires crossing between cars in car line with your child. Please be on time to pick up your child as parental/caregiver lateness creates unnecessary anxiety for children and difficulties for staff members who have after school duties. Please refer to Late Policy for information regarding late fee charges.

## ARRIVAL AND DISMISSAL - CONT.

Cars will be unloaded and loaded as efficiently as possible. Your cooperation with the following guidelines is required to ensure the safety of the preschoolers.

- \* A teacher will unbuckle and remove your child from the car
- \* Keep carpool name cards visible on the windshield at arrival and dismissal. At arrival time it is helpful so that staff can welcome your child by name as we get to know everyone at the beginning of the year.
- \* Please locate your child's car seat on the rear passenger side. If you are unable to have your child's seat in that position, you will be responsible for unbuckling at arrival and re-buckling at dismissal. The teacher will open the car door on the rear passenger side for your child to exit and enter. Children should not walk between cars.
- \* Under no circumstances should a child be let out of a car.
- \* Put your car in PARK while children are loaded and unloaded.
- \* Do not pull around cars waiting in line unless a member of the teaching staff signals you to do so.
- \* Please have your child ready to leave the car upon arrival. Outerwear, shoes, and mittens should be on and their school bag should be easily accessible.
- \* At dismissal, a teacher will bring your child to your car and then the parent or caregiver will buckle the child into their car seat. This is a change in policy from past years due to safety, insurance and liability concerns.

ARRIVAL AND DISMISSAL - CONT.

- \* If there are difficulties in getting your child out of the car at arrival or difficulties placing your child into the car teaching staff will ask you to pull to the top of the Fisher Road Circle and ask you to safely get your child into or out of the car.
- \* Please refrain from engaging the staff in lengthy conversation. It is their job to get your child safely into the car. If you have concerns about your child please feel free to call any of the staff at a more convenient time.
- \* When parents are escorting their child to or from school, please hold your child's hand.
- \* Please do not, even briefly, block the driveways of homes along Fishers Road.
- \* Please do not bring the family dog in the car. Dogs are very territorial and protective of their families and even the gentlest of dogs may perceive a teacher as invading its territory and react aggressively. If the family pet is in the car, please park your car and escort your child into the school.
- \* Notify us in advance if there is a need for you to pick your child up early from school, so that we can arrange to make a smooth departure for you and your child and minimize the disruption to your child's class.
- \* If there is a custody agreement affecting pick-up for a Weekday School student, we will require a copy of the court order.



## ARRIVAL AND DISMISSAL - CONT.

- \* Your child's safety is important to us. Teachers will only release your child to you or another person listed on the Transportation Permission Form. Changes to your child's dismissal/carpool arrangements must be conveyed to the Director or Teacher in writing. If your child is going home with a classmate other than a prearranged carpool, each child needs to bring in a note to ensure that both parties are aware of the arrangement.
  - Attach a dated note to the child's Weekday School tote bag explaining the arrangements.
  - Telephone messages will only be accepted in emergencies.
  - Oral messages from a child are not acceptable.
  - Children are required to be in a child seat or booster seat. Please make certain that your child has a safety-seat with them when going on a play date after school.

## LATE POLICY

Parents/caregivers are expected to pick up their children in a timely fashion at the end of each preschool day. Should you arrive after the dismissal it will be necessary for you to enter the school building to collect your child.

If a child is picked up after dismissal has ended more than two times a school year, you will be charged a late fee at the rate of \$1.00 per minute, beginning with the third late day. Dismissal is over when there are no other cars waiting in the Fishers Road Circle.

A billing detailing the amount of the late fee will be attached to your child's school bag the following day. Late fees must be paid in cash or by check, within a 48-hour period, after receiving the late fee billing. All late fees collected as a result of these fines will be placed into the Sally Yeats Memorial Scholarship Fund.

## SEPARATION ANXIETY

Going off to school is exciting, but may also create anxiety in some children.

### **Ahead Of Time:**

- \* Prepare yourself. Know that your child is going into the care of nurturing adults that have experience dealing with separation anxiety. Convey your confidence to your child that they will be well taken care of.
- \* Prepare your child. Tell your child what to expect – but keep it simple. Bring new students to Visiting Day to meet the teacher and see the classroom. Reading books about going to preschool can help to set expectations and build excitement.
- \* Make sure your child gets enough sleep and is healthy. Most preschool children need about 11 hours of sleep a night.
- \* Establish a ritual. Make certain to have adequate time for breakfast, brushing teeth and getting dressed so that your child doesn't feel rushed.
- \* Make their first day just like any other school day. It may be tempting to involve many family members to celebrate your child going to school but this usually causes more anxiety than happy excitement in a young child. If day-to-day it is mom who will be making the drop-off in the morning then it should be mom and only mom who should drop-off the first few weeks. If it will be your caregiver who will be doing the drop-off regularly then it should be the caregiver and only the caregiver who should drop-off for the first few weeks. Remember young children find security in a consistent routine.

**Time To Part:**

- \* Focus on the positive. Remind them that they are loved, they will be safe, and they will have FUN - not that mommy will miss them.
- \* Always tell your child that you will come back, and always arrive on time for pick-up. This builds trust, both in you and the teacher.
- \* Smile and follow through. Remember that goodbye's should be quick, firm, but loving.
- \* Even if you are hesitant yourself, put on a brave face and tell your child you must leave and then leave. Remember that when you lean in for one more hug and the one last kiss you are giving your child the impression that you are anxious and that can cause the child to view school as someplace to be anxious about as well. Our teachers are much more effective at calming down your child once you are gone. Your child needs the opportunity to develop trust in their teacher to take care of them while you are away.

**After You Leave:**

- \* Don't worry! We will call you if your child is inconsolable, and you are welcome to call us to see how he/she is doing.
- \* Never criticize your child's separation distress or scold them for it. Tell them that you understand their feelings, but don't let them dwell on their fears.
- \* Know the crying will stop. Most crying episodes last less than 10 minutes once you leave, and stop all together by the third week. Your child will learn through consistent exposure that each goodbye is soon followed by your happy return.
- \* Expect lapses. Children from three to five years of age may show distress seemingly out of the blue. Possible causes include difficulties at home or breaks in routine, such as returning from a vacation or illness.

## BIRTHDAY BOOKS

To enhance the Weekday School Library and in keeping with the Weekday School's philosophy that love of books and reading is one of the most valuable gifts a child can acquire, many preschool parents donate new and age-appropriate books to the library in honor of a child's birthday. These books are an invaluable addition to the Weekday School Library. Your child's teacher can recommend titles.

Parents who wish to participate in this program are requested to gift-wrap the birthday book and present it to the class. A bookplate will be placed in the book acknowledging the name, birth date, and class of the birthday boy/girl.

## CLASSROOM PARTIES

Parents of children in the Sprouts, Sunflowers and Pre-K classes are invited to celebrate their child's birthday at school. Due to food allergy concerns The Weekday School will provide the snack, but parents are warmly invited to visit your child's classroom to share snack time on their birthday celebration day.

Please do not send birthday party invitations to school to be distributed. Often not all children are invited, or some may be unable to attend and this causes disappointment. We acknowledge that children may desire a teacher at a party or event, but because it is not possible for Weekday School staff to be present at every child's party or event we request that staff not be invited.

## CLOTHING AND TOTE BAGS

Children should be sent to school in comfortable play clothes - clothing that it is okay to get paint on! In order for preschoolers to gain increased independence children should wear clothes that are easy to remove. Some items of clothing to avoid include suspenders and/or overalls, belts, clothing with back closures, clothing with many buttons or difficult snaps. Sneakers are recommended both for playground and creative movement and are the preferred footwear at the Weekday School.

## CLOTHING AND TOTE BAGS - CONT.

During the winter months outdoor play will be encouraged whenever it is feasible so remember to send along a hat and mittens (no gloves, please!). Please clearly label all clothing, boots, shoes, tote bags, lunch boxes, and any other items that come to school. A lost and found box will be maintained. Any items that are not claimed at the end of the school year will be donated to charity.

An extra set of clothing will be kept in your child's cubby. Remember to change the clothes according to the season. There are lots of fun and messy activities to partake in at the Weekday School. Due to the various play and art activities, we cannot be responsible for damage to clothing, so send your child in washable play clothes. Smocks are provided for messy activities, but paint has a way of finding the one spot of uncovered clothing!

A Weekday School tote bag is provided for all new students to the Weekday School. Parents are requested to send this tote bag to school daily because back packs and bags with zippers or side openings are difficult for preschool children to manage and precious artwork tends to be crushed. Additionally, the tote bags help to reduce cultural and economic differences and facilitate school pride.

## CONFERENCES AND COMMUNICATIONS

The faculty understands that nothing is of greater importance to you than your children. Please know that you can call us at any time - no question or concern is too small. The staff will feel equally free to call you to share our joys and concerns. Home and school communication is highly encouraged and additional conferences may be scheduled by contacting the Director or Lead Teacher.

## CONFERENCES AND COMMUNICATIONS - CONT.

Scheduled conferences for the Seedlings class are during the month of February. During the month of November your child's teacher will contact you by phone or e-mail to update you on your child's adjustment to school. Seedling parents will be invited to attend an individual parent teacher conference in February.

Scheduled conferences for the Sprouts, Sunflowers, and Pre-K classes are scheduled during the month of March. During the month of November your child's teacher will provide a report reflecting your child's transition from home to school. During the month of March you will be scheduled for a conference with your child's lead teacher. At that time, the lead teacher will share her observations, concerns, joys and anecdotal records with parents.

Children do not come to parent/teacher conferences to allow for open discussion of your child's progress. If you have any questions or concerns about your child or Weekday School procedures please bring them directly to the Director or Lead Teacher at any time.

The Weekday School newsletter will be sent home at the beginning of each month. Each teacher provides a description of anticipated classroom activities or provides age-appropriate developmental guidelines. A monthly calendar detailing the weekly themes and special dates will be provided.

## WEEKDAY SCHOOL OFFICE HOURS

During the school year, the Weekday School office is open from 8 a.m. until 2:30 p.m. Before and after office hours, messages may be left on the Weekday School voice mail by calling 610-520-8840 or via email at [weekdayschool@bmppc.org](mailto:weekdayschool@bmppc.org).

## TUITION POLICIES

The Bryn Mawr Presbyterian Church Weekday School is a non-profit organization relying on tuition collection for operating expenses. As stated on the student application, a non-refundable \$200.00 deposit is due on January 31st, which is applied to the first semester tuition. The remainder of the first semester tuition is due on July 1st and second semester tuition is due on January 31st. A monthly payment plan is available. There is a \$50 one-time charge for the monthly billing option.

Tuition payments are nonrefundable. Tuition payments are not based on attendance; therefore no reduction can be made for holidays, vacations or time missed by students. In case of an extended absence for any reason, tuition must be paid if the child's place is to be held. If a student is withdrawn, parents are responsible for continuing to make tuition payments until the spot vacated by their child can be filled with a new student. If no other student can be found to fill the open spot, then the family is responsible for the full year's tuition.

All payments received 10 days after the due date will be billed a \$10.00 late fee on their next bill and an additional \$20.00 late fee will be assessed after 30 days. If the school does not receive your tuition payment within 60 days of its due date, your account will be considered delinquent. The Weekday School Board will be notified and reserves the right to suspend your child's attendance until any outstanding tuition is paid in full.

There will be a \$25.00 charge for any returned checks. Should more than two checks be returned during the school year, the Weekday School Board shall, at its discretion, require payments to be made in cash, cashier's check or certified check.

Parents are encouraged to speak with the Director if they are having difficulty meeting tuition payments because of financial difficulties to discuss different payment options or to gain information about the limited scholarship funds available for financial assistance through the Sally Yeats Memorial Fund. Scholarship application forms are available from the Director. Decisions will be made by the Director and Associate Pastor for Children's Ministry and such discussions will be kept strictly confidential.

## DISCIPLINE POLICIES

Positive behavior is encouraged through recognition and praise. The Weekday School children are encouraged to practice self-discipline and to assimilate the skills of careful listening, focused observation and independent thinking. Throughout their preschool day emphasis is placed on thoughtfulness of others, so that children can begin the process of building successful inter-personal relationships.

Children are instructed to “use their words” as a means of conflict resolution. Inappropriate behavior is often a result of immature problem solving skills. When conflict arises between children and they have difficulty resolving that conflict; a member of the teaching team will intervene. Without drawing unnecessary attention to those in conflict, a teacher will ask each child involved what happened and then ask if the children have any suggestions about how the problem might be resolved. If there are no suggestions from the children, the adult will offer possible solutions. If the conflict continues or becomes physically aggressive, the children will be removed from the situation.

If a biting incident occurs, the parents of all children involved will be notified. The second time a child bites, the parents will be called to take the child from the school for the day. Biting will not be tolerated. Repeated acts of physical aggression (hitting, kicking, and pushing) will be reported to parents to discover if there may be an underlying issue involved, such as a change in family routine, a new caregiver, a parent traveling, etc. Teachers and parents will work together in an attempt to find a solution to any inappropriate behavior.

As our primary concern must be with the safety and welfare of the children, we may in extreme and rare cases terminate a child’s enrollment if it is determined that they pose an immediate and continuing danger to other students, or school personnel, or an immediate and continuing threat of substantial disruption to the educational process.



## HEALTH AND SAFETY

Your child's health is important to us. At preschool, we practice diligent hand washing and we learn other good health practices as part of our curriculum. Teachers assist each child with hand washing prior to lunch and have the children wash hands when visibly soiled, such as with paint or dirt from the playground.

For the overall health and safety of all students, Weekday School students are required to be fully immunized and provide immunization records before the start of each school year. A current record of immunization and an emergency contact form must be on file for every child attending the Weekday School. Please notify the Director of any changes to the current emergency card (new pediatrician, new work phone number, etc.). The Weekday School employs a diligent, attentive staff that works to keep your child safe. In the event of an emergency the following steps will be taken: Parents will be contacted and EMS will be contacted or the child will be taken directly to Bryn Mawr Hospital. If you have other preferences please contact the Director so that a plan can be developed to honor your request.

Medication is not given out at school (except in the case of severe allergic reactions) so please do not send medication in with your child. If your child has severe allergies you will be provided with a form that is to be completed by your child's pediatrician or allergist that will detail the specific allergens, symptoms of an allergic reaction and the required emergency treatment. It is necessary for parents to provide the Weekday School staff with an EPI pen and/or Benadryl if deemed necessary by the child's pediatrician or allergist. Those medications will be administered if deemed necessary by the Director or Lead Teacher in accordance with the completed emergency treatment form. It is the parent's responsibility to make certain that the EPI pen and/or Benadryl have not reached an expiration date that could cause any administered medication to be less effective in treating an allergic reaction.

## HEALTH AND SAFETY - CONT.

Please ensure that your child is in good health when you send him/her to preschool. Please keep your child at home or they may be sent home, if any of the following symptoms of illness are present:

- \* Diarrhea - within the past 24 hours;
- \* Vomiting - within the past 24 hours;
- \* Rash - body rashes not associated with diapering, heat, or allergic reactions to medicines;
- \* Drainage from the eye (Pink Eye) - thick mucus/pus draining from the eye, eye crusted and difficult to open; notify school;
- \* Appearance/Behavior - unusually tired, lack of appetite, difficult to wake, confused, irritable;
- \* Sore Throat - especially if associated with fever or swollen glands;
- \* Fever – Child must be fever-free for 24 hours. Please do not give your child Motrin or Advil and send them to school;
- \* Nasal discharge (yellow or greenish) - clear nasal discharge may signal a cold, or it may indicate an allergic reaction, especially if accompanied by watery eyes. Chronic sinus infections can cause a yellow or green nasal discharge and are not contagious. If fever, fatigue, and irritability are present keep your child at home;
- \* Scabies, head-lice or other infestation - children may not return to school until they have been treated and are free of lice and nits (eggs); notify school;
- \* Strep Throat; notify school

If a child shows any indication of illness on the morning of a school day, he or she should not be brought to school. Your child should not return to school until they have been symptom-free for 24-hours. For any illness requiring an antibiotic, the child must be on the medication for a full 48-hours before returning to school. Should your child exhibit any signs of illness during the school day you will be notified by the Director and asked to pick your child up so that he/she may have time to rest and recover.

## HEALTH AND SAFETY - CONT.

Please notify the Director and Lead Teacher if your child is staying home due to illness, and indicate the nature of the illness. Notices will be sent home to other parents if warranted, as in the event of a communicable disease or contagious symptoms.

Either a fire drill or shelter-in-place drill will be conducted each month in accordance with Lower Merion Township requirements.

The Weekday School is governed by the Bryn Mawr Presbyterian Church Child and Youth Protection Policy which has been designed to safeguard all children and youth participating in BMPC programming and activities. A copy of the policy will be provided upon request.

## TOILET TRAINING

In the event that your child is still in the process of toilet training it is required that Weekday School staff be provided with an immediate contact should your child soil their diaper, pull-up or underwear, as soiled clothing often leaks and can spread bacteria within the classroom.

A member of the Weekday School staff will contact the designated parent or caregiver and it will be required that they come without delay to the school and change their child's diaper/pull-up. The contact must be immediately available as it is unhealthy for your child to be in soiled clothing and it can be a cause of social embarrassment for your child. Additionally, it is a matter of keeping all students and staff in an environment that is hygienic and clean as possible. Arriving promptly will ensure that your child can participate in all of the fun activities within their classroom.

## DEVELOPMENTAL SCREENING

The Weekday School is an inclusive school, which serves children with disabilities and special needs if we can serve the child within the framework of our school and classroom setting. If a student has received developmental screening prior to attending the Weekday School, complete copies of the screening results are required.

## DEVELOPMENTAL SCREENING - CONT.

The Weekday School reserves the right to require a professional evaluation on any child who needs unusual facilities or teaching methods. The results of this evaluation would be one component in determining the best placement for the child. Should professional evaluation be recommended it is required that the testing take place in a timely manner and it is required that the results of that evaluation be made available to the Director and Lead Teacher so that the strategies provided can be implemented within the classroom.

## EMERGENCY/INCLEMENT WEATHER CLOSINGS

Weekday School families will be provided an emergency closing call list by their classroom parent. Please notify the school if you change your phone number. In the event of an emergency/snow closing, a voice mail message (610-520-8840) will be left on the school answering machine by 7:30 a.m.

## FIELD TRIPS

Children in the Pre-K class will participate in field trips to various locations away from the Weekday School. Volunteer parent drivers will transport the children on these field trips. It is the Weekday School policy and the Commonwealth of Pennsylvania that children may only travel in cars in car seats or booster seats securely and properly fastened.

Parents will sign a blanket permission at the beginning of the school year to cover the entire year. Parents will have prior notice of field trips.

## EXTENDED DAY AND JUMPSTART KINDERGARTEN CLASSES

The Extended Day program begins in October. Children currently attending the Weekday School in the Sprouts, Sunflowers and Pre-K classes and who are COMPLETELY potty-trained and are in good financial standing with their tuition payments are eligible to attend. The Extended Day program is available on Mondays, Wednesdays, and Fridays (excluding days of Weekday School Staff meetings) from 11:30 a.m. - 2:00 p.m. Mini Lunch Bunch will be available on Tuesdays and Thursdays until 12:30.

Details regarding the costs of this program will be sent home in September. Families may choose either the flexible stay plan or a yearly plan billed in two semesters (the yearly plan is offered at reduced cost over the flexible stay plan). The reduction in cost of the yearly plan takes into account that students may miss occasional extended day classes due to absence, and there are therefore no make-ups of missed classes.

Participating children bring their lunches in a clearly marked bag or lunch box. For the safety of all students and faculty, the BMPC Weekday School tries to maintain a peanut- and tree nut-free environment. PLEASE DO NOT SEND TO SCHOOL FOODS THAT CONTAIN PEANUTS OR TREE NUTS. We provide a beverage, so a thermos or juice box are optional. The Weekday School has limited refrigerated space so if possible please do not send items that require refrigeration. Please do not send "Lunchables," or foods that require teacher preparation. Keep the lunch simple - a sandwich, a piece of fruit, one snack item and/or a sweet. For the health of our children encourage good eating habits and limit the sweets and snacks. Any uneaten portions of lunch will be sent home with your child so that you can better judge the amounts of food to send in.

There is a daily "rest time" during which a 20-minute educational video is shown. Dismissal begins promptly at 2:00 p.m. at the Fisher Road Circle and follows the morning routine. Dismissal is over when there are no other cars waiting in the Fishers Road Circle.

## EXTENDED DAY AND JUMPSTART KINDERGARTEN CLASSES - CONT.

The children in the Pre-K class may participate in the Jumpstart Kindergarten. Children eligible for this program must be fully potty-trained and be in good financial standing in regards to tuition payments.

The program is on Tuesday OR Thursday and will run from 11:30 a.m. to 2:00 p.m. Again children will bring their lunch and details regarding the costs of this program will be provided in early September. These programs will run for a six to eight-week period and each session is built around themes with a focus on creative process, decision making/problem solving abilities, group process skills, and self-concept development. Notices for each session are sent out in advance.

If you are interested in registering your child for either the Tuesday Jumpstart Kindergarten or the Thursday Jumpstart Kindergarten, do so in a prompt manner, as spaces are limited. If due to work or childcare situations or due to scheduling of other outside of school activities you require a specific day of the week, please contact the Director. Consideration of the class size will determine whether or not that preference can be honored. There will no make-up sessions for children who miss their class, but staff will help the child to complete any missed projects prior to their next class.

## SUMMER CAMP

Two fun-filled weeks of summer camp are available in June. It is a great way to introduce your child to summer camp in an environment that is familiar to them. They will be surrounded by Weekday School friends and the program is lead by Weekday School teachers. To be eligible to enroll in camp, families must be in good financial standing with The Weekday School, your child must be completely potty-trained, and students must be age three or over before the start of camp.

## CLASS LISTS

Class lists will be provided to enable families to contact one another. Use of the class lists for professional use or solicitation is prohibited. Families will be given a consent form granting permission to the Weekday School to publish their name and contact information on the class list.

## HOME AND SCHOOL ASSOCIATION

All Weekday School parents and staff are members of the Home and School Board. The Home and School Board supports the Weekday School mission by planning social events for parents to get to know one another, outreach events for the children, and fundraising events for the school. Everyone is encouraged to get involved by attending meetings and/or volunteering for committees. The chair for the 2018-19 school year is Noel Bruno. If you have any questions about the Home and School Association, you can reach Noel at [nkbruno25@yahoo.com](mailto:nkbruno25@yahoo.com).

## HOW THE PARENT HANDBOOK IS UPDATED

The Bryn Mawr Presbyterian Church Weekday School will follow, as best it can, the programs, policies, and procedures set forth in this book. The Weekday School, however, reserves the right to vary those programs, policies and procedures in order to meet individualized needs and to amend this handbook as is necessary. Any such changes will be communicated to you and replacement pages will be provided.

## ADVISORY COUNCIL

The role of the Advisory Board is to advise the Director on issues that arise throughout the year, help to chart the future direction for the Weekday School, address legal considerations, and provide feedback from the parent community. The Advisory Board members bring expertise from a variety of professional background. Members of the Advisory Board for 2018-19 are:

Director:  
Kim Black

Rev. Rachel Pedersen, Associate Pastor Children and Family Ministry  
Gene Chang, Session Representative

Representatives:  
Noel Bruno  
Carolyn Lofgren  
Susan McEvoy  
Patty Salisbury  
Lauren Termini  
Kellen Vengels



## STAFF

The Weekday School Staff for 2018-19 is as follows:

Kim Black - Director

Pre-K Class (5-Day, 4 year olds):

Eileen Oxman – Lead Teacher

Nancy Healy – Assistant Teacher

Stephanie Davaro – Assistant Teacher

Sunflower Class (5-Day, 3 year olds):

Kim Campbell – Lead Teacher

Kate Kopp – Assistant Teacher

Sprouts Class (3-Day, 3 year olds ):

Julie Finch – Lead Teacher

Dorren McDermott – Assistant Teacher

Seedlings Class (2-Day, 2 1/2 year olds):

Julie Finch – Lead Teacher

Dorren McDermott – Assistant Teacher

## 2018-2019 WEEKDAY SCHOOL CALENDAR

### September

- 4 Playground Kick-off Party  
9:00-9:30am Sprouts (3-day class)  
9:45-10:15am Sunflowers (5-day 3's class)  
10:30-11:00am Seedlings (2-day class)  
11:00-11:30am Pre-K class
- 4 NEW Parent Orientation – 7:00pm
- 5 First Day of Class – Pre-K Class  
Visiting Day Sprouts and Sunflower classes  
(teacher will contact to schedule)
- 6 Visiting Day Seedlings class  
(teacher will contact to schedule)  
First day for half of Sunflowers Class (teacher will assign)
- 7 First day for other half of Sunflowers Class;  
First day for half of Sprouts Class (teacher will assign)
- 10 First day for other half of Sprouts Class
- 11 First Day for Seedlings Class  
Half from 9:00-10:00am; Half from 10:30-11:30am  
(teacher will assign)
- 21 Back to School Picnic 11:00am
- 24 Extended Day Begins
- 25 After school - Jumpstart Kindergarten for the Pre-K class  
and Mini Lunch Bunch Begins

### October

- 3 Back-to-School Parent Brunch
- 8 No School – Teacher In-Service
- 16 Parent Open House for Seedlings Class – 7:00pm
- 26 Halloween Parade for Sprouts, Sunflowers,  
and Pre-K Classes – 10:30am, No Extended Day

### November

- 5 Parent Open House for Sprouts, Sunflowers,  
and Pre-K Classes – 7:00pm
- 6 No School – Election Day
- 21-23 No School – Thanksgiving Break

2018-2019 WEEKDAY SCHOOL CALENDAR - CONT.

December

- 5 Light the Night – 5-6 PM
- 13 Christmas Party – Seedlings Class
- 17 Christmas Pageant for Sprouts, Sunflowers,  
and Pre-K Class – 10:30am, No Extended Day
- 19 Make-up day for Pageant if cancelled due to weather
- 18 – Jan 1 No School – Winter Break

January

- 2 School Resumes after Winter Break
- 18 No Extended Day
- 21 No School – Martin Luther King Day

February

- 5 Seedlings Class Conferences – No School for Seedlings Class
- 15 No School – Presidents Day
- 18 No School – Presidents Day

March

- 1 No School – Sprouts, Sunflowers, and Pre-K Conferences
- 15 Hooray for Dads Day

April

- 15-22 Spring Break
- 23 School Resumes
- 26 Parent Social – 6:30-9:30

May

- 8 Mothers Day Celebration for Sprouts, Sunflowers,  
and Pre-K Classes – 9:00am
- 9 Mother's Day Celebration for Seedlings Class – 10:30am
- 21 No School – Election Day – Teacher In-Service
- 27 No School – Memorial Day
- 28 Growing Up Party – 6:30pm
- 29 Last Day of School

June

- 3-14 Weekday School Camp

