



Creative Beginnings  
PRESCHOOL

Parent Handbook

2021-2022

Welcome to

# Creative Beginnings

## PRESCHOOL

We are happy you have chosen us for your child's early educational experience, and we welcome you to the Creative Beginnings Preschool family.

Creative Beginnings Preschool, along with College Parkway Baptist Church, sincerely intend for your experience with us to benefit both you and your child. Thorough planning of your child's day-to-day activities assures us that opportunities are provided for the personal development of your child. We intend to provide experiences that will nurture your child's educational, social, spiritual, emotional, mental and physical growth.

This booklet of detailed information has been prepared to familiarize you with the procedures and policies of the school.

All our staff members genuinely enjoy working with young children. If at any time you have any problems or concerns about the staff, school or regulations, please contact Kelly in the front office. We want all our families to be satisfied and to feel comfortable with their choice of education and care for their children.

Our prayers are for the growth and happiness of your child today and in the future.

*Kelly Morihlatko*

Kelly Morihlatko  
Director  
Creative Beginnings Preschool

*Patrick DeVane*

Patrick DeVane  
Senior Pastor  
College Parkway Baptist Church

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## Our **Purpose**

College Parkway's Creative Beginnings Preschool is a non-profit school operated by a Board of Directors comprised of members of College Parkway Baptist Church, and is a mission outreach program of this congregation. The school is nondenominational in its teachings but is operated based on Christian beliefs and values. We believe that a church-sponsored educational program provides an environment in which children will find the opportunity to develop their gifts as children of God. The richer their environment and variety of experiences, the greater their opportunity will be to develop fully. Children attending Creative Beginnings Preschool will receive Christian nurturing that will continue to be a part of their lives beyond their time at Creative Beginnings. Creative Beginnings Preschool admits students of any race, color, religious faith, sex and national or ethnic origin.

## Our **Philosophy**

Creative Beginnings Preschool is a child development preschool which provides a loving, caring, supportive environment for young children, meets them at their present levels of growth and maturity and encourages them in their social, emotional, spiritual, mental and physical development. We believe that it is important that children develop a strong sense of self-worth and self-confidence so that they can relate to their peer group and assume a sense of responsibility. By building a positive experience, it is our belief that children will grow to adulthood confident in their ability to influence both constructively and creatively the social and physical environment around them.

We contribute to this learning in the following ways:



**Language Experiences** will develop the children's use of the English language, increase their vocabulary and ultimately give them a delight in the use of words.



**Science Experiences** will develop the children's sense of spatial and numerical relationships, involve them in the wonder of natural growth and increase their interest in the physical world around them. It will give them an elementary sense of cause and effect and develop their own ability to influence and affect the world around them.



**Creative Experiences** in music, art, poetry, drama and dance will stimulate their artistic skills by working with their natural abilities to see, hear, taste, touch and smell. As these skills develop, the children will expand their creativity and grow in their appreciation of the arts.



**Physical Experiences** both inside and out are planned to develop small and large motor coordination skills. Daily involvement in a variety of physical activities will release the children's natural tensions, develop their muscles and give them a sense of accomplishment in the mastering of body skills.



**Spiritual Experiences** will provide opportunities for children to feel a sense of wonder as they discover the world God made



**Social Experiences** will develop the child's ability to interact with both peers and adults. We will help the children to find constructive ways for dealing with their anger, joy, frustration, happiness, disappointment and wonder. Such experiences will also support their relationships among other people in different environments.



**Music:** All classes will attend a special music class once a week. The children will experience God's love through the sound of music. Music classes will also include creative dance and movement.



**Chapel Time:** Once a month the 4-year-old classes will attend a special session through a chapel time designed especially for the children. These will be led by the pastors of College Parkway Baptist Church. There will be Bible stories, music and other elements in which children will learn more about God and Jesus. We also hope to teach children more about worship through these experiences.



**Discipline:** Discipline at the school is handled through behavior modification techniques - good behavior is praised. The "thinking chair" is used for a child who needs to be removed from the group for a time and allowed time to think about his/her behavior.

A teacher is always present, and this usually occurs right in the classroom. Children are never physically touched, hit or slapped for punishment and the name of GOD is never used in a punitive manner. Children at the school are given as much love, tenderness and concern as we can possibly give them. Our staff has been trained to give physical as well as verbal nurturing, encouragement and rewards. A pat on the back, a loving hug, a story read while holding a child on their lap, are all outward examples of our love and concern for children.

# Safety

The safety of your children and our staff is our number one priority and we require all parents and visitors to sign in/out with the office.

# Parking

Preschool parents are asked to use the preschool entrance parking lot only. If the lot is full, please pull around behind the row of pines that edge the parking lot and park facing the trees. Please do not drive or walk over the grassy berm just beyond the back row of parking spaces. If you elect to park and walk into the school building, please do not walk across the middle of the lot. We ask walkers to go to the grassy edge of the parking lot and walk on the grass until reaching the sidewalk. All children must hold an adult's hand when entering or leaving the building.

# School Closings

If Anne Arundel County Public Schools are closed due to inclement weather, Creative Beginnings Preschool will also be closed. School closings information can be found on the Anne Arundel County Public School's website which is: [www.aacps.org](http://www.aacps.org).

If the public schools open two hours late because of bad weather, **we will open on time.**

If the public schools close two hours early during the day because of bad weather, all extended 4's classes should be picked up at 11:30 a.m. and the lunch program will be cancelled.

If it becomes necessary to close our school for any reason other than weather, you will be contacted.

## Emergency Evacuation Site

Anne Arundel Community College is our designated evacuation site, if it ever becomes necessary to leave our building. If this were to occur, you would need to pick your children up at the college. AACC Public Safety workers would be present to direct parent vehicles to the location on campus where students could be safely picked up.

### Procedures

## Arrival, Dismissal & Carline

We highly encourage our families to use our car line but offer walk up/in drop off and pick up as well.

### Walk Up

## Arrival and Dismissal

- Please do not bring children into the school any earlier than 8:55 a.m.
- Parents that walk in to bring their children into school or to pick them up at dismissal should plan to arrive 5 minutes prior to normal arrival/d dismissal time.
- Please park in the parking lot and **do not** walk through the cars in the car line.



- Please hold your child's hand and make sure there is no running in the parking lot.
- At dismissal time, there will be a staff member in the hall that will call your child to meet you.

## Carline Arrival

Parents can use our car line by driving in a single line around the playground. **Passing is not permitted in the parking lot at any time for safety reasons.**

- Safety first: **Cell phone use is prohibited in the car line.**
- A staff member will be outside to take your child out of or put into your car.
- Please have the door unlocked and the car seat unfastened as you drive up to the staff member.
- Please do not open the car door until the car is at a complete stop and do not allow your child to get out of the car unless a staff member is there to take their hand.
- Children should also never be standing in a running vehicle or leaning out of a car window.
- Children will be put in and removed from the passenger side of the car only. We do not want children or staff members walking between parked cars with the engines running.
- There will always be a staff member in the hall making sure the children get to and from their class or dismissal area.

# Car Cards

All students will receive 2 car cards at orientation to use during dismissal time. Additional car cards are available upon request.

## Car-Line Dismissal

- Safety first: **Cell phone use is prohibited in the car line.**
- Please make sure your car card is visible to the caller.
- Once your child is safety loaded into your vehicle please pull around the building and buckle-up before leaving the parking lot. This will keep the line moving.
- Please do not exit your vehicle while in the car line
- If you are going to be more than a few minutes late, please call the school, so we can inform your child and the staff

## Pick-Up Protection

To ensure that no unauthorized person can pick up your child, we require that the Creative Beginnings Preschool car card that we give you be used when picking up your child. If someone else will be picking up your child, give them your card, and let the school know the person's name. Please tell them about our dismissal procedure. If you cannot give them your car card, call the school and let us know who the person is that will be picking up your child. Creative Beginnings Preschool staff will only dismiss children to the care of their

parents, carpool parents, sitters or persons listed on the registration or emergency form unless other permission is given at which time picture identification will be required.

If authorization for pick up changes during the school year, it is the responsibility of the parent or guardian to inform the office and provide any necessary documentation.

Creative Beginnings Preschool must have a copy of any court order stating that a parent is not allowed to have your child on the days that your child is attending Creative Beginnings Preschool.

## Late **Pick-Up Fee**

Parents that are late by 15 minutes or longer will be charged a late pick-up fee of \$1.00 per minute past their child's dismissal time. Dismissal starts at 11:25 a.m. for the morning classes and 1:55 p.m. for the extended day classes. Late fees are assessed starting at 11:40 a.m. and 2:10 p.m. If a child attends lunch, a late pick-up fee of \$1.00 per minute will be charged past 12:40 p.m.

## **Parent Volunteers**

Parents are also welcome and encouraged to participate in classroom activities on an occasional basis. Please arrange dates and times with the teacher in advance so she can utilize your help. There are also various other ways your help can enhance the school such as being a lunch volunteer, cutting projects for teachers either at the school or in your home, helping with picture days, or helping cut out Labels for Education, etc.

## Records

# Student & Parent

Student and parent records should always be kept current. Please inform the preschool office of any changes in information including cell phones, addresses, doctors, carpools and medical information as soon as possible.

## Forms

# Health & Emergency

Each child must have a medical form including an immunization record filled out and signed by the child's physician, an emergency form, an emergency medical care permission form and an emergency card on file at school before the child's first day of school. These forms are available in the school office and on our website.

A parent or guardian will be required to sign a permission form stating that the preschool has permission to discuss their child's medical conditions and food allergies with pertinent staff members and volunteers for the safety of their child while in our care. A child's picture and name may also be listed with their individual food allergies and symptoms as a visual reminder to all staff members and volunteers.

# Student Illness

Parents should keep their child home from school because of a serious illness, injury or a condition that can be passed on to other children and staff members. If a child is not allowed to go outside with his or her class, they

should also be kept home for the day. Although no comprehensive list is possible, the following conditions may be considered appropriate reasons to keep a student home from school:

### **Examples of serious illness or injury**

- Vomiting within past 24 hours
- Temperature of 100 degrees or greater within past 24 hours (Children must be fever free for 24 hours without the use of medication.)
- Abdominal pain
- Earache
- Head injury
- Adverse medication effect
- Chest pain
- Severe pain
- Severe shortness of breath or wheezing

### **Examples of possible communicable conditions**

- Vomiting within past 24 hours
- Loose stools/diarrhea
- Suspected communicable disease
- Nuisance condition not currently being treated; e.g., ringworm, scabies, head lice
- Red, draining eyes
- Persistent runny nose with yellow/green discharge, accompanied by fever
- Productive cough accompanied by fever
- Undiagnosed rash
- Contact with a COVID positive individual(s)

Please notify the school if your child has contracted a contagious disease so we can alert your child's classmates' families to look for symptoms. In addition, if your child contracts head lice, a note will be required from your child's health care provider stating that there are no live lice and no nits within ¼ inch of the scalp and that they have been cleared to be readmitted to school.

For the health and safety of our students and staff, if a student comes to school with a condition that could be a symptom of a contagious disease such as pink eye, ringworm, impetigo, etc., the school may require the child to be seen by a health care practitioner and produce a note either stating that they are disease free or have started the proper treatment for the disease and can be admitted to school.

If a child has been put on an antibiotic for a communicable disease, the child must be on the antibiotic for 24 hours before they can attend school.

Due to a rule put into effect by the Office of Child Care, a child cannot be readmitted to school after an absence of 3 days or more due to an illness, family event, vacation, etc. without a written statement from the parent or physician. If the absence is due to an illness, the parent or physician must state the dates the child missed, the reason the child missed and when the child may return to his/her regular schedule. If the absence is due to a family event or vacation, the parent must state the dates missed and the reason for the absence. These notes should be sent in the first day your child returns to school. Please send a note to your child's teacher if this occurs.

If your child becomes ill during the day, the school will contact a parent, and if unable to reach them, a person you have designated as an emergency contact will be called.

**For those emergencies requiring immediate medical attention:**

Your child will be taken to the nearest emergency hospital in the company of a staff member. Every effort will be made to contact the parent, guardian and the child's physician.

# Lunch Program

We offer an optional lunch program which is open to all children 3 and potty trained. Reservations are not necessary, and you only pay for the days your child attends. Students are required to bring a lunch including a drink from home and \$7.00 or a lunch ticket. Ticket may be purchased individually or per sheet (6 tickets). You may purchase individual lunch tickets at \$7.00 each or a sheet of 6 tickets for \$36.00.

Please do not send in yogurt or pizza/taco “lunchables” as they are too messy for most children to handle on their own. Also, items that a child could easily choke on such as whole grapes, cherry/plum tomatoes, and gummy snacks such as fruit roll-ups or gummy bears should not be sent in for lunch.

The lunch hour begins at 11:25 a.m. and ends at 12:25 p.m. A late pick-up fee of \$1.00 per minute will be charged past 12:40 p.m.

# Proper Dress

Please dress your children in comfortable clothes that they can get on and off by themselves. We have found that even children that are toilet trained have accidents because of the time it takes to remove this article of clothing. Belts are also hard for most preschoolers to manipulate on their own, so please do not use them on school days.

We will be doing some messy activities such as painting, gluing and playing outdoors. Every effort will be made to keep clothes from getting stained; however, accidents sometimes happen so please do not send your child to school in his/her best outfits.

Please send an additional set of clothes for your child in the backpack each day and change them according to the season. The school will also have an outfit or two on hand in case anyone has an accident. If your child comes home dressed differently than how you sent them to school, please launder the clothes and return them to school as soon as possible. Please include a note letting your child's teacher know you are returning the clothes.

State regulations specify that children may not play on climbing or moving equipment while wearing inappropriate shoes such as slick leather soles, flip flops, clogs or crocs. Sandals are also not a good choice to wear on the playground because they are very uncomfortable due to the sand and gravel that gets caught in them. Capes are also considered inappropriate to wear on the playground. Please make sure the children's outerwear is warm enough for outdoor play since all classes go outside each day unless it is raining, snowing or below 32 degrees.

## Items to Bring **To School**

The two-year-olds should bring a change of clothes, two disposable diapers, wipes, a plastic bag large enough for dirty clothes and a changing pad if not toilet trained (a receiving blanket is fine) in a backpack each time they come to school. All children should bring a full-size backpack (no mini backpacks) to carry home their art projects each time they come to school with a change of clothes as well. We do not allow children to utilize backpacks with wheels as they are hard for small children to maneuver.



## Mark All Items

# Brought From Home

All coats, sweaters, mittens, hats, boots, show-and-tell items, backpacks, lunch boxes, thermoses, and other items sent to school should be clearly marked with your child's first and last name. With the large number of children, we have passing through the school each week, our teachers and staff members find it very difficult to remember each child's possessions.

## Items Not to Bring To School

Please do not allow children to bring lip balm (Chap Stick), hand sanitizer, gum, candy, food, money, small personal toys or anything that could potentially be dangerous or used as a weapon to school. Children have a hard time sharing their personal items with others in a school setting, and often small items are lost, misplaced or broken. Umbrellas, pacifiers and bottles should also be left at home.

## Paperwork

Each day your child will return home with papers which may include the artwork that your child completed in school that day, newsletters or notes from the teacher, dates to remember or other important papers from the office. Please empty out your child's backpack and look through these papers each day.

# Birthdays

Please let your child's teacher know if you are planning on sending in a special treat for your child's birthday. Homemade snacks are acceptable on birthdays; **however, please do not send in cupcakes, as they can be excessively messy for young children to eat on their own.** Suggested birthday treats would be cookies, brownies, rice crispy squares or ice cream cups.

We ask that you do not send in party invitations for teachers to pass out unless every child in the class is being included.

# Snack

Parents will supply snack to their child's classroom several weeks during the year. A schedule and snack bag will be provided informing you when you are to bring in snack. Snack consists of a large bottle (46 oz. preferred – no juice boxes) of 100% juice for each day of the week your child attends class; a packaged, unopened snack for the number of children in the class for each day your child attends school (**large bags are preferred over individual servings**); utensils if needed for the snack; a napkin for each child for each day your child attends school, a roll of paper towels and a box of tissues.

Please **do not** send in food items that need to be cut up or that a child could easily choke on such as whole grapes, cherry/plum tomatoes, **gummy snacks such as fruit roll-ups or gummy bears** or any other high sugar content snack that resembles candy.

If your child has any food allergies, please inform your child's teacher immediately. Any parent with a child who has a diagnosed food allergy will be required to provide a suitable food item for their child's snack each day to ensure their safety. Please speak to the director and teacher directly if you have any concerns in this area.

# Class Roster

You will receive a list of the children in your child's class, their addresses, parents' names and telephone numbers. This list is not to be used to solicit any merchandise; it is published for school use only for things such as inviting classmates to a birthday party, setting up carpools, sending holiday cards, inviting classmates over for play dates, etc.

# Newsletter

Each teacher will send home a monthly newsletter with information such as dates to remember, birthdays, the snack schedule, items to bring to school, the theme for the month and other important information. Monthly school newsletters will be sent home with your child and distributed via email.

# School Pictures

In the fall, a professional photographer will take individual pictures of your child to be placed in the yearbook. Class pictures will be taken in the spring and you will have the option to purchase them at that time. Check the school calendar for the date that the photographer will be at school.

# Conferences

Parent/teacher conferences can be scheduled any time you or the teacher feels the need to schedule one. School-wide conferences will be held in January. Parents will be asked to sign up for a 15-minute conference. Classes will not be held on conference days.

## No Asbestos or Lead

Under the Asbestos Hazard Emergency Response Act (AHERA) regulations were developed to address asbestos problems in schools. College Parkway Baptist Church was inspected for asbestos by Law Engineering of Columbia, MD. No asbestos was found. The complete inspection report and management plan is in the school office for anyone to review at any time during school hours. An inspection for lead paint was conducted at the same time and none was found in any of the samples that were taken.

## Staff Members

We are very proud of our professional staff at Creative Beginnings Preschool; and it is with your child's safety, well-being and happiness, that we choose our staff members so carefully. A background check by the State and FBI is required of all new employees. The preschool will have in attendance, in a ratio of at least one staff member for every 20 children present, staff members who are currently certified in approved first aid and CPR. The school offers these classes for the staff members by certified instructors.

# TUITION RATES & PAYMENTS

**TWO YEAR-OLD CLASSES: CHILD MUST BE 2 BY SEPTEMBER 1, 2021**

DAYS	TIME	SESSION	MONTHLY TUITION
JES/THURS	9:00-11:30	AM	\$250.00
MON/WED/FRI	9:00-11:30	AM	\$300.00

**THREE YEAR-OLD CLASSES: CHILD MUST BE 3 BY SEPTEMBER 1, 2021 AND BE TOILET TRAINED**

DAYS	TIME	SESSION	MONTHLY TUITION
TUES/THURS	9:00-11:30	AM	\$250.00
MWF	9:00-11:30	AM	\$300.00
MON-THURS	9:00-11:30	AM	\$350.00

**PRE-K FOUR YEAR-OLD CLASSES: CHILD MUST BE 4 BY SEPTEMBER 1, 2019 AND BE TOILET TRAINED**

DAYS	TIME	SESSION	MONTHLY TUITION
MON/WED/FRI	9:00-11:30	AM	\$300.00
MON-FRI	9:00-11:30	AM	\$400.00
MON/WED/FRI	9:00-2:00	AM/PM	\$450.00
MON-FRI	9:00-2:00	AM/PM	\$650.00

Tuition payments are due by the first day of each month. A late charge of \$25.00 will be assessed if tuition payments are not received by the 10th of the month. Delinquent payment of one month will be grounds for dismissal.

There will be a service charge of \$25.00 for all returned checks. If tuition payments are a problem, please speak to the director and every effort will be made to help with the difficulty.

If a student has not been present for thirty (30) days and the school has not been contacted as to the reason for the absence, the student's place in the classroom could be filled by someone on the wait list.

In order for a child to attend school during the month of May, all outstanding fees to the school (late tuition, late fees, late lunch fees, etc.) must be paid in full by April 30 of the current school year. Limited scholarships are available please inquire if applicable.

# CALENDAR

## 2021-2022

<b>Date</b>	<b>Day</b>	<b>Activities</b>
Sep. 1	Wed.	Parent Orientations, 9 a.m.
Sep. 2	Thurs.	Parent Orientations 9 a.m.
<b>Sep. 3</b>	<b>Fri.</b>	<b>Closed</b>
<b>Sept. 6</b>	<b>Mon.</b>	<b>Closed for Labor Day</b>
Sep. 7	Tue.	First week of school (staggered entrances)
Sept. 13	Mon.	Lunch Helper Orientation, 11:00 a.m.
Sept. 14	Tues.	Lunch Helper Orientation, 11:00 am
Sept. 20	Mon.	Lunch Program begins
Oct. 20	Wed.	Individual Pictures
Oct. 21	Thurs.	Individual Pictures
<b>Oct. 25</b>	<b>Mon.</b>	<b>Closed for Students – Staff Development Day</b>
Oct. 28	Thurs.	Halloween Parade
Oct. 29	Fri.	Halloween Parade
<b>Nov. 12</b>	<b>Fri.</b>	<b>Closed for Students – Inservice Day</b>
Nov 18	Thurs.	Thanksgiving Feasts for TTH AND M-TH classes
Nov. 19	Thurs.	Thanksgiving Feasts for MWF, M-F and EXT classes
<b>Nov. 22-26</b>		<b>Closed for Thanksgiving Break</b>
Dec. 21	Tues.	Christmas Parties & Concert
Dec. 22	Wed.	Christmas Parties & Concert
<b>Dec. 23-Dec. 31</b>		<b>Closed for Christmas Break</b>
<b>Jan. 17</b>	<b>Mon.</b>	<b>Closed for Martin Luther King Jr. Day</b>
<b>Jan. 24</b>	<b>Mon.</b>	<b>Closed for Students - Parent/Teacher Conferences</b>
<b>Jan. 25</b>	<b>Tues.</b>	<b>Closed for Students - Parent/Teacher Conferences</b>
Jan. 31	Mon.	In-House Registration
Feb. 7	Mon.	Outside Registration
Feb. 10	Thurs.	Valentine’s Day Parties
Feb. 14	Mon.	Valentine’s Day Parties
<b>Feb. 21</b>	<b>Mon.</b>	<b>Closed for President’s Day</b>
Apr. 7	Thurs.	Easter Egg Hunts
Apr. 8	Fri.	Easter Egg Hunts
<b>Apr. 11-18</b>		<b>Closed for Easter Break</b>
Apr. 22	Fri.	4’s Field Trip
Apr. 28	Thurs.	Class Pictures
Apr. 29	Fri.	Class Pictures
May 2-6		Staff Appreciation Week
May 9	Mon.	Last Day for Lunch Program
May 12	Thurs.	Tentative Date for Family Picnic Day /No Lunch Program
May 13	Fri.	Tentative Date for Family Picnic Day/No Lunch Program
May 25	Wed.	End-of-the-Year Parties and Concert
May 26	Thurs.	End-of-the-Year Parties and Concert

DATES ARE SUBJECT TO CHANGE - SEVERAL SNOW DAYS ARE BUILT IN TO THE SCHOOL YEAR

# RESOURCES

AA CO BOARD OF EDUCATION	410-222-5000
STUDENT SERVICES	410-222-5325
SPECIAL EDUCATION	410-222-5410
AA CO PARKS & RECS	410-222-7300
CHILD FIND (Ages 3-5)	410-766-6662
COLLEGE PARKWAY BAPTIST CHURCH	410-647-5594
INFANT/TODDLER PROGRAM	410-222-6911
LOCATE A CHILD CARE PROVIDER	1-877-261-0060
MARYLAND STATE DEPT. OF EDUCATION	410-767-0100
SCHOOL HEALTH SERVICES	410-222-6838





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## PRESCHOOL

