

Holy Trinity Christian
Day School

Parent Handbook

“Where love and learning come together”

7607 Sandy Spring Road, Laurel, MD 20707
Phone: 301-317-6600, Fax: 301-317-5445

Web www.htlclaurel.org
Click “Day School”

**YOU CAN NOW ACCESS THE PARENT HANDBOOK,
FIELD TRIP FORMS AND OTHER PERTINENT INFORMATION
ON OUR WEBSITE AT www.htlclaurel.org**

Dear Parent(s),

Thank you for choosing Holy Trinity Christian Day School (HTCDS). We are committed to providing a place where love and learning come together for each of our children. We offer a Christian environment where the love of God and the grace of our Lord Jesus Christ can be taught through both words and actions.

At Holy Trinity Lutheran Church (HTLC) we have always emphasized the importance of education and learning for everyone. Our school gives us the opportunity to extend that goal to all of our friends and neighbors in the community.

Our staff looks forward to the Chapel time we have with your child each week. It is an opportunity to worship together, pray, sing and hear God's word in a way that will be meaningful to your child. We encourage you to pray with your child and talk about the Christian faith, which we seek to share at HTCDS.

You are encouraged to take an active role in the development of your child in every area of his or her life. If you are not a member of a worshiping community, I encourage you to join us at HTLC on Sundays. Our service times are the 8:30 AM Traditional Service and 11:15 AM Contemporary Service. We have Sunday School for all ages from 10-11 AM every Sunday.

As the Director of HTCDS, I look forward to working with you and the staff to ensure outstanding religious and academic education for your child. I am eager to be of help with any issues or questions that you may have about our outstanding school.

Serving Children in Christ's Name,

Pastor Connie S. Miller
Director/Pastor

Table of Contents

Page 2	Letter from Director
Page 3	Table of Contents
Page 4	Mission Statement
Page 5	Non-Discrimination Religious Opportunities

	Professional Affiliations
	Child Neglect/Abuse Reporting
	Hours of Operation
	Age Determination
	Toilet Training
	Provisional Period
Pages 6-8	Fees and Payments
Page 9	Arrivals/Departures
	Behavioral Policy
Page 10	Termination of Services
	Documentation Required for Admission
Page 11-12	Other Forms you May/Will See
Page 12	Items Needed to Start School
Page 13	Illness Policy
	Keeping in Touch/Communications
Page 14-15	Meals and Nutrition
Page 15	Nap/Rest Time
	Children’s Media Center
	Special Activities
Page 16	Holiday and Emergency Closings
Page 17	Emergency Closing Policy
	Changes to Parent Handbook
Page 18	AHERA Compliance
Page 19	Parent Handbook Sign off sheet

MISSION

STATEMENT

At Holy Trinity Christian Day School (HTCDS), we believe that we are called by God to provide an atmosphere in which a child may grow in all areas, including spiritual, physical, cognitive, moral and social. The methods, curriculum, discipline, and activities of HTCDS seek to provide this training for children.

The external factor that most influences and conditions our school's identity and activities is that you as parents firmly believe in Christian education and support its goals. As partners with you, we desire to assist each child in becoming aware of his/her own worth and integrity as a person and to begin to develop his/her potential as a learner. Therefore, the staff of our school, motivated by the love of Christ and committed to the pursuit of excellence in Christian education, will strive to achieve, aided by your prayers and support, the following objectives:

- 1. To promote in the life of each child a personal relationship with God through an experience of a loving, caring, nurturing Christian community.*
- 2. To foster in each child a positive self-image and a spirit of inquiry and discovery that will inspire him/her to attain a mastery of curriculum commensurate with his/her potential by developing his/her sense of initiative, responsibility and respect.*
- 3. To provide each child with fundamental knowledge and usable skills, and to develop a sensitivity to cultural and aesthetic values.*
- 4. To encourage each child in the daily practice of social graces through refinement of manners, speech and interaction with peers.*
- 5. To encourage the involvement and active cooperation of parents as partners in education.*

We pray and ask for your support to help us provide quality Christian education for all entrusted to us.

Non-Discrimination

Children are enrolled in this program regardless of race, color, religion or national origin. Children are taught to respect one another's similarities and differences and to recognize the uniqueness of each person as a child of God.

Religious Opportunities

Holy Trinity Christian Day School is blessed with a caring staff dedicated to helping your child learn about and experience the wonder of God's love. Our school uses basic children's prayers and we also observe the

significant days of the Church, such as Christmas and Easter. Parents are urged to continue this interest throughout the children's formative years and to worship with them each Sunday. The importance of this can never be stressed enough. Blessed, indeed, is the family who prays together.

Chapel Time is provided to the children weekly. This time includes prayers and a specially designed children's homily based on the biblical passages the children are studying in their curriculum.

Prayers prior to meals and snacks are included daily. In addition, religious stories and concepts are integrated into the academic and motor development of each child.

Professional Affiliations

Holy Trinity Christian Day School is a member of the Evangelical Lutheran Education Association. We currently are licensed through the Maryland Department of Education for Preschool ages 2-5 and Before and After Care ages 5-12 years.

Child Neglect/Abuse Reporting Responsibilities

It is our legal and moral responsibility to report any suspected cases of child neglect and/or abuse to the proper authorities.

Hours of Operation

We are licensed to be open from 6:30 am until 6:00 pm. We ask to have you child arrive by 8:45 to be prepared to begin the academic program at 9:00 am and that you arrive by 6 pm to pick up your child. (See pg 8 "Late Pick up Fee" for late pick up policy.)

Age Determination

A two year old must have attained the age of two by the first day of admission. Three and four year olds must have attained their age by September 1 as mandated by the Department of Education.

Toilet Training

HTCDS accepts children who are age 2 and not toilet-trained. Toilet training is offered as part of the two-year old self help curriculum. Parents are encouraged to support the staff in the training process and to look for signs of readiness at home.

Provisional Period

Each new student begins enrollment with a 45-day provisional period. At the end of the provisional period, an evaluation will be made by the teacher and director regarding the child's continued enrollment. The purpose of the provisional period is for the Director and the family to observe and mutually agree that HTCDS offers the best possible learning environment for the child to excel. HTCDS is not designed to address the special needs of some students

Fees and Payments

Registration/Supply Fee: A Registration Fee of \$40 is due at the time of enrollment to cover

paperwork required to enroll a child. Children in the school for more than one year will be asked to pay a \$20 supply fee due Sept. 1st of each new year. No additional registration fee will be due. These fees are non-refundable.

Tuition Fee: Bi-weekly tuition is due the Friday before the start of the bi-weekly period.

The fee for full time (5 day/week) students will be as follows:

Two year old....\$175/week which is \$350/bi-weekly tuition period

Non-potty trained three/four year old...\$175/week which is \$350 bi-weekly tuition period

Potty-trained three/four year old...\$160/week which is \$320/bi-weekly tuition period

The fee for part time (less than 5 days/week) is \$35/day for all students

The fee for before/after care students is \$70/week which is \$140/bi-weekly tuition period with an additional \$15/day fee for full days during school closures.

Any payment which is made more than five calendar after the beginning of the tuition period will be considered late. A \$25 late fee will be added to the student's account at close of business the first Friday after the tuition due day. After two written warnings about late payments, tuition may be required to be made through Simply Giving automatic withdrawal system. Any account which is two or more tuition periods in arrears may result in a suspension of services. Suspensions are up to two weeks during which time the student's placement will be held and tuitions must be brought up to date . Accounts which are outstanding two weeks following suspension of services will result in the withdrawal of the child unless specific payment arrangements have been made with the school.

Key Card Fee: For the safety and security of the children, we have an electronic door system. Each family must provide a \$20 key card deposit at the time of enrollment. This deposit is refundable as long as the key card is returned at the end of services in working, usable condition. More than one key card may be requested by a family for additional \$20 deposit fee(s).

Last Week Tuition fee: At the time of registration, you will be required to pay for the last week of care. This is a deposit which is escrowed during your time at the school. Your last week's tuition deposit will be used to pay for your child's last week of care **provided the required two week's written notice was given**. PLEASE contact the Director if you are unsure of the fee to be paid for the last week(s) of service.

Returned check fee: Payments which are turned from the bank will result in \$33 fee being added to the student's account for bank processing. Two returned checks will lead to payment acceptance only by money order or direct withdrawal for the next 6 months. **Payment by cash is not acceptable in any circumstance.**

Tuition Rate Changes: Tuition is subject to increase with written notification.

Tuition and Scheduled Absences: Tuition is NOT reduced for absences due to illness, holiday closures, or emergency closings, Teacher's In Service Days, or vacations. Staff contracts must continue to be honored even during these days.

Tuition Discounts: There are several tuition discounts available.

SIBLING DISCOUNT A 10% sibling discount is given. It is figured by adding the children's fees together then multiplying by 10% and subtracting from the total.
(For example: Potty-trained 3 year old twins at a fee of \$160/week.
 $\$160 \times 2 = \320 $\times 10\% = 32.00$ $\$320 - \$32 = \$288/\text{week}$)

CHURCH DISCOUNT A family which joins Holy Trinity or is currently a member will receive a 10% discount as long as the family remains in active status with the congregation. Active status means worshipping at least 1/month and volunteering in the church or school ministry.

Tuition Financial Aid: There is a limited amount of scholarship aid available. To be considered for aid, a family must fill out the financial aid form (found on the web site), submit the requested documentation and have made application to the Maryland Purchase of Care program, supplying a receipt to be attached to the aid request. Requests for scholarship will be reviewed by the Board of Directors at their next scheduled meeting. Scholarships will be periodically reviewed and updated. Additional financial and family information may be requested.

Referral Discount: When a currently enrolled family makes a referral of the program to a family who enrolls and remains in the program at least 3 months, a 10% discount off the normal tuition fee will be given for a one bi-weekly period for parents who have referred or recruited the new student. It is responsibility of the referring parent to notify the school of a referral within three months of the child's start date.

NOTE: If there is a particular financial need or a desire for a different payment schedule, parents who write a letter stating the need will be given the opportunity to work out a payment plan with the school without bias.

Tuition Receipts Periodically receipts for tuition will be placed in your child's cubby. It is the parent's responsibility to review the receipts for accuracy. Thirty days after the receipt is placed in the cubby, all receipts will be considered accurate and official. If there are questions or an error is detected, contact the Director immediately. Bills will be placed in the cubby of any account delinquent five days or more.

Withdrawal from the Program: A family may withdraw from the program at any time. To withdraw without forfeiting the last week tuition deposit, a letter to the director must be received 10 school days before the withdrawal becomes effective. If the two week written notice is not given, the family forfeits the last week tuition and will be billed through the last day of service.

Delinquent Accounts: Students who are currently enrolled may not have an account which is delinquent more than two tuition periods. These accounts will risk suspension of services (see tuition fee section above). Students who are no longer enrolled who have a past due balance of their account will not be considered delinquent until there is no payment received on the account for 90 days. At the end of 90 days, these accounts will be declared delinquent and forwarded to our collection agency. Accounts with payment plans will not be referred as long as payments are being received. Any associated legal fees will be the responsibility of the parent(s) or legal guardian signing the contract for services.

Late Pick up Fee: At 6:01 pm our program is no longer licensed by the State of Maryland and our staff is no longer on payroll. Therefore, lateness is a serious issue. Parents who are habitually late (as determined by the Director) may be asked to provide other pick up arrangements or to look for another program better suited to their needs. Late fees are paid at the time of pick up to the staff person who is present. Late fees not paid within 24 hours will be assessed on the student's tuition bill and will be the responsibility of the parent/guardian for payment.

The late fee begins to be assessed at 6:02 pm according to the attendance computer. It is assessed at \$1.00/minute of lateness. Siblings who are involved in a late pick up will only be charged one late fee assessment. At 6:15, unless we have received a call from the parent, the staff will begin calling the individuals listed on the student's emergency form. At 6:30 pm, if we have not heard from the parent or been able to contact someone on the emergency list, the Laurel Police will be contacted. **It is extremely important that your emergency contact numbers are up to date AND that if you must be late, you contact the office to make them aware of the anticipated time of arrival.** Put the school's number (301-317-6600) in your cell phone! Even with prior notification of lateness, late fees will be assessed beginning at 6:02 pm.

Arrivals/Departures

Children must be accompanied by a parent/guardian or an individual on the emergency form when entering or leaving the building. Please hold your child's hand while exiting the building. Do not leave other children in your vehicle while in the building. Do not park alongside the stairwell. This is a fire lane. Children arriving by 8 am will be offered breakfast.

When a child enters or leaves the building the parent/guardian is required to sign the child in/out on the attendance computer located inside the door downstairs and upstairs. Each authorized individual will be given an access code for signing in/out. A child cannot leave the building if the individual picking up does not know the access code. If the individual is not on your emergency form or is on the form but has not received a code, you must write a note/call/fax/e-mail your desire for the individual to pick up. The name of the individual must be in the written documentation. Please inform the individual of the student's code AND that he/she will be required to produce photo ID (which will be copied) before the child may be released to him/her.

We request you inform the office if a child will be arriving later than 9 am, picked up early (particularly during nap from 1-3 pm), or absent for any reason.

Behavioral Policy

The philosophy of our school aims at motivating children to develop positive attitudes toward self-discipline and responsibility. Permissiveness and severity are the two extremes we hope to avoid. We expect children to follow directions and to be respectful, courteous and attentive to teachers and volunteers at all times. They are to show consideration for their classmates and refrain from behavior that might cause injury to others or interfere with their learning. Children will be disciplined, when necessary, by his/her teacher in a caring way with a positive approach – e.g. time-out followed by a talk with the teacher. If a behavior is repetitive, parents will be notified in writing so that a joint plan can be developed for working with your child.

The staff works very hard to create a productive, orderly environment. However, when dealing with young children, some incidents are likely to occur. It is not unusual for children age 2 to bite. The staff will always write a report and work with the parent in teaching a child other ways to communicate frustration and need.

The Day School has a zero policy for repetitive behaviors such as, but not limited to, hitting, kicking, biting, spitting, undressing, and cursing or offensive language. Should a child exhibit these types of behaviors on a repetitive basis, the Day School will first work with parents and child, but the school reserves the right to terminate services if deemed necessary.

Termination/Suspension of Services

HTCDS reserves the right to terminate services immediately if the safety and well-being of the other students or the staff are at risk. Services may also be terminated if there are incidents of repeated parental disregard for the policies in this Handbook. Services may be suspended if two unpaid tuition cycles occur (see "Tuition Fee, pg. 6)

Documentation Required for Admission:

The following documents are required by the Maryland Department of Education for all children entering a child care or preschool program. Files will be updated annually (during the first week of a new term) for returning students.

1. Emergency Pick Up Information

An emergency form must be completed for each child prior to enrollment. This form must be completed in full, signed, and be updated immediately upon any change in information. You must list at least two individuals (parents may be included) who will be able to pick up your child within 1/2-hour of a phone call from one of our staff. Children **MUST** be picked up within 1 hour of a call in case of an illness or other emergency.

2. Parent's Guide

This pamphlet is provided by the State to provide you with information on your rights regarding child care in the State as well as a phone number to call with complaints. We ask you to address any complaint to us first to give us the opportunity to respond. The tear-off portion of the pamphlet is to be filled out, signed, and returned to the school.

3. Medical Information

A health inventory which includes a parent section and a physician's section is required. The physician's section must be current within one year and must include up to date immunizations according to the Dept. of Education's immunization schedule. It must also include lead paint documentation as required by the form.

4. All About Me Form

This form helps us know your child's abilities and challenges, likes and dislikes. You are not required to fill it out but you are required to sign the form. We request you fill it out because it helps your child's teacher get to know your child for the first day of school.

The following forms are required specifically by our program for admission:

- 1. Registration Form.** This form must be completely filled out and signed by all parents/guardians of the child. If there is a legal custody or restraining order document, a copy must be included with the registration for us to legally deny access of a parent to a child. A copy of a photo ID (usually a driver's license) must also accompany the form.

2. **Permission for Photography.** This form grants/denies permission to photograph your child while he/she is in the program. The form differentiates use of photographs between in-house and external use. A parent must fill out and sign the form.
3. **Handbook Agreement Form.** Each family will receive a copy of this handbook with policies currently in force within the program. It is the parent/guardian's responsibility to read the handbook, ask questions if necessary, and then sign the handbook agreement form at the end, indicating the agreement to abide by all policies stated in the handbook. Admission to the program is predicated upon agreement to follow these policies. If one parent signs, it will be assumed that person represents all those responsible for the child in the program.

Other Forms You May/Will See:

1. **Daily Report:** Especially in our two year old program, daily reports will come home describing your child's eating, sleeping and potty patterns. Other classrooms may issue periodic newsletters or reports to parents.
2. **Medication Form:** Before any medication may be administered, a parent must fill out a State-approved medication form. This form is required for prescription and over the counter medications. All medications must be in their original container and labeled with the child's name, date and expiration date. Prescriptions must have a doctor's name as well. This includes diaper rash ointment and sun screen as well. Documentation will be made by those administering as to time and amount given.
3. **Injury Report Form:** While it is our goal to keep all the children completely safe, accidents do happen periodically. If a child has an injury during the day, an injury form will be filled out by the teacher and placed in the child's cubby. Please read this form carefully and sign and return it to the teacher by the following day. It is our policy to call parents only **if an injury involves the head or a break in the skin.**
4. **Lunch Box Free Friday Form:** Throughout the year we offer families opportunities to be free from packing lunches. These generally occur on Friday. A form will be placed in your child's cubby. Participation is **OPTIONAL.**
5. **Field Trip Permission Slips:** Field trips are scheduled periodically throughout the year. Parent participation is crucial to their success. Transportation will typically be a

chartered bus suitable for preschool children. At times transportation will be by car. The school does not have car/booster seats so one will need to be supplied by the family for the child to participate in the field trip. If a parent does not want his/her child to participate in a field trip, the family will be responsible to provide child care during the period of the trip. No staff will be available to remain behind. The adult/child ratio will vary depending on the nature of the field trip. Some field trips may require that a parent accompany their two year old.

Items Needed to Start School

Clothing and Personal Items

Upon entering the school a child needs the following supplies:

1. A complete change of clothing (including socks and underwear).
2. A small sheet (crib sheet works), blanket and pillow for nap in a plastic bag.
3. Pull ups & wipes (if necessary).
4. A lunch box with a food thermos if planning to send hot foods (we do not warm up food)

ALL ITEMS MUST BE MARKED WITH CHILD'S NAME IN PERMANENT BLACK MARKER

Please do not send in items that are irreplaceable. The staff cannot be held accountable for any personal belongings of the children.

Items that could pose choking hazard, or toys that depict violence in anyway, should not be brought into the school. Items of this nature will be confiscated by the Director or the teacher and returned to the parent/guardian.

Children must be dressed in appropriate clothing for outside and indoor play activities and in a manner appropriate for a Christian school. For your child's protection and safety, sandals, flip-flops, drawstring jackets/shirts, and slippery-soled shoes are not permitted. All clothing should fit properly and be comfortable for playing and activities on the floor. All children should have properly fitting shoes. Clothing should be seasonally appropriate. The Director will gladly address any concerns parents may have over what constitutes appropriate clothing.

Illness Policy:

The State of Maryland requires that children may NOT attend the school if they are running a fever of 100°F or higher, are vomiting, have diarrhea, or have a rash. Children may not return until 24 hours

after these symptoms are no longer occurring or with a note from the child's pediatrician. The program reserves the right to refuse admission to a child who was sent home sick with one of these symptoms the previous day. While the program recognizes this is a hardship on parents, our parents must recognize the risk posed to their child and all the children if this policy is not strictly adhered to.

If a child becomes sick, has diarrhea, or a fever of 100° F or higher, the child will be isolated from the other children and the parent(s) will be called. The child MUST be picked up within one hour from the time of the call.

Keeping in Touch/Communications:

HTCDS considers a free exchange of information between parents and the Director to be critical for the welfare of your child. On an on-going basis, we share information about your child's growth and development and daily activities. Activity schedules are available to parents at any time.

During arrival and pick-up times staff are frequently busy with the children, and it is difficult to talk at any length. So that we can have uninterrupted times to talk, we encourage parents to call, e-mail or schedule a time to discuss any problems or questions you may have.

It is VITAL for us to have any information that may affect your child and important for you to be aware that all family information is confidential. If there are any changes in family life, jobs or other situations that may be stressful for the child, we need to know in order to give the child extra nurturing and support. The relationship we have with your child will be a special one, but will never take the place of your relationship with your child as parents.

We seek to also have a special relationship with you as parents, working together in the support and education of your child.

Cubby/Daily Work

Each child is assigned a cubby. Please place all personal belongings in your child's individual bin, with lunch box above and coat on the hook underneath. Please be sure to check this area daily as completed work and forms such as permission slips will be placed in the cubby. A complete change of seasonal clothing should be kept in your child's cubby. If you see that it is empty, please bring the required articles of clothing in the next day of attendance. Teachers are encouraged to report any pertinent information to you by leaving a note in your child's cubby.

Take-Home Folders

Be sure to review all materials contained in the take-home folders. Newsletters, periodic at-home work and other important information are handed out via the Take-Home Folders. Folders are to be returned the following day.

Parent/Teacher Conferences

Parent/teacher communication is an ongoing process; however, at least once yearly (usually in January) a formal conference will be scheduled to discuss your child's academic, social and developmental progress. Please do not wait for a formal conference if you have questions or concerns about your child's daily activities or development.

Back to School Night

Back to school night occurs within the first weeks of school. It is **REQUIRED** that one adult be present representing each child/family. At this time staff will be introduced, policies and procedures reviewed, and parents will have an opportunity to meet with their child's teacher and to review the year's curriculum and goals.

Special Events

Throughout the year special programs of interest to parents and families will be posted or offered internally. Parents are invited and encouraged to attend whenever possible.

Parent Representation on the Board of Directors

In order for our parents to have input in the visioning and implementation of the school program, we have parent representatives to the school board. A parent who would like to be considered for the position should contact the Director in writing. A family must remain current with all tuitions and fees to be a parent rep. Parent reps help plan fund raisers, outreach activities, and fun events like the end of the year picnic and Christmas luncheon. Board meetings are generally held the fourth Monday of the month beginning at 6:30 pm.

Meals and Nutrition

Parents are required to send ready-to-eat lunches with their children each day. The uneaten portion of the child's lunch is sent home each day so that the parents can see the nutritional intake that their children are getting on a daily basis. The school will provide breakfast for children who arrive before 8:00 am, a morning (10 am) and an afternoon (3:30 pm) snack. We will also have a safety net lunch program in case the child forgets to bring their lunch. The safety net will consist of a cheese sandwich, drink, and fruit. Parents will be charged a \$2.00 fee for these safety net lunches when they are needed. Breakfast and snack items served are carefully planned to meet the children's nutritional needs and accommodate allergies. There is an emphasis on low-fat, low-sugar and low-salt foods. Please do not send candy to the school. Food is not used as a means to reward or punish children.

Special Occasions: For special occasions, it is acceptable to provide special treats (birthdays and holiday celebrations). Enough must be supplied for all the children in the classroom. If you desire to share the occasion with all the children in the school, that is also welcomed. Please provide items that can be shared as a single serving (for example, cupcakes), rather than items which need cutting.

DUE TO THE FACT THAT SOME CHILDREN HAVE LIFE-THREATENING PEANUT

ALLEGIES, NO PEANUT PRODUCTS ARE TO BE BROUGHT IN FOR LUNCH AND ALL ITEMS BROUGHT FOR SPECIAL OCCASIONS MUST HAVE THE INGREDIENTS LISTED. ALTERNATIVE LUNCH SUGGESTIONS ARE AVAILABLE UPON RESQUEST.

Nap/Rest Time

Following lunch each day the children will have a two hour rest period for napping. This time is a requirement of our license. It is the goal for all children to rest; however, if your child has difficulty sleeping, reading or other quiet time activities will be provided.

Children's Media Center

A children's media center is located at the school. Each child will have an opportunity to visit the Media Center and to check out library books or videos. Media items not returned or returned damaged may be charged to your tuition account to cover replacement costs.

Special Activities

Chapel time:

Weekly the children will have chapel time with one of the pastors as well as daily religious education around Bible stories. It is not our goal to convert the children but rather to teach them the stories from the Christian scriptures. Families looking for a church home or a Sunday School for the children are welcome and invited to participate fully at Holy Trinity.

Spanish Language:

The children will also have a weekly Spanish lesson along with daily Spanish vocabulary development.

Special Holidays:

Christian holidays and secular holidays are observed. International holidays such as The Three Kings and Cinco de Mayo are also observed to give the children a more global experience. We encourage families to share their ethnic holidays with the classes.

Fund-Raising

The Day School is a non-profit religious organization that relies solely on its tuition income and donations. Periodically, fund-raisers will take place. We ask that you participate to the best of your ability and comfort. All fund-raiser projects will be used for school-related purposes, and whenever possible, the purpose for the use of funds will be identified during the project. Gambling and raffling are not permitted at the Day School.

Scholastic Books and Book Fair

Throughout the year the children have the opportunity to order books from Scholastic Books. Forms will be sent home. Forms should be returned promptly with payment made to “Scholastic Books”. The school receives points for the number of books ordered. These points are then converted into books for our program/curriculum needs. Once a year, in the spring, we host a week-long Scholastic Book Fair where the children can actually see and buy books. This is a great place for parent volunteerism and involvement. After visiting the fair, a wish list is developed by each child and given to the parent to review and make purchases, if desired. Purchases are not required.

School Pictures

We are delighted to be able to provide the opportunity for school photos in the fall and again in the spring. Siblings are welcome to participate as well. In the spring, class pictures are taken. Pictures, in caps and gowns for a family keepsake are also taken of our preK children who are advancing (graduating) to kindergarten. Purchases are not required.

Holiday and Emergency Closings

We try to keep our holiday and closing schedule to a minimum. Students scheduled for class on a holiday are expected to make payment for the day. Part time students may make arrangements with the teacher for a substitute day if space is available on the requested day.

We are closed on the following holidays:

New Year’s Eve day (December 31) school closes at 1:00 pm
New Year's Day (January 1)
Martin Luther King, Jr. Day (3rd Monday in January) – Teacher In- Service Day
President's Day (3rd Monday in February) – Teacher In-Service Day
Good Friday (Friday before Easter) and Easter Monday (Monday after Easter)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (1st Monday in September)
Thanksgiving Day (4th Thursday in November) and day after (4th Friday in November)
Christmas Eve day (December 24) school closes at 1:00 pm
Christmas Day (December 25)

We are closed for an entire week in June (the first full week following the end of school for Prince George’s County). This time is used for professional development, continuing education and classroom clean up/refreshment. **FAMILIES WILL NOT BE CHARGED FOR THIS WEEK; HOWEVER, ALTERNATIVE CHILD CARE WILL BE THE RESPONSIBILITY OF EACH FAMILY.**

Emergency Closing Policy. Emergency closures happen due to snow or other unanticipated issues (such as water main breakage).

For Anticipated Closures such as snow, we have the following policy:

Delayed Opening...we follow Prince George's county schools. If delayed 2 hours, we open at 8:30 am instead of 6:30 am.

Snow Cancellation for entire day...We follow our own schedule.

***** Do NOT assume we are closed if your local public school is closed ***.**

In the morning: Listen to WTOP 103.5 FM on your radio or WBAL TV, channel 11 in Baltimore.

Check your e-mail (make sure you provide the school an up-to-date email address).
Answer your telephone . Teachers will call their students scheduled to attend on the day of closure.

Call the school (301-317-6600) or church (301-725-1666) and listen to message.
Closings will be determined based upon road conditions and the condition of the school parking lot by 5:30 am.

Early Dismissal...we follow Prince George's county schools. If they close 3 hours early, we close at 3 pm instead of 6 pm. This does not pertain to PLANNED early closings.

During the day, monitor local television and radio broadcasts.

Check your e-mail regularly.

Be available by phone for notification.

Make arrangements to have your child picked up by the early dismissal time.

If you will be unavailable, call the individual(s) listed on your emergency form.

For Unanticipated Closures please make sure your contact information (at home/cell/work) is up to date. You will be called directly and e-mailed to inform you of an unanticipated late opening, early closing, or cancellation of the program. It is the parent's responsibility to keep the school informed of contact information changes. If a parent is not informed of a change in the schedule because contact information is inaccurate or answering machine messages are full, and the staff has made a reasonable attempt to make contact, the school deems itself free of responsibility/liability.

DISASTER PLAN

As required by Maryland State Law, Holy Trinity Christian Day School has a disaster plan both for sheltering in place and for sheltering off-site. Our off-site locations are Laurel Presbyterian Church and Pallotti Child Care Center. In the case of an emergency, families will be contacted via e-mail and phone as to the location of their child.

Changes to Parent Handbook

HTCDS reserves the right to change this Parent Handbook from time to time at the discretion of the Board. Changes will be presented in writing and parents will be informed in a timely manner.

Asbestos Hazard Emergency Response Act (AHERA) Compliance

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response action in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on the designated person, architect's or engineer's letter, notification process, assurance, and dates for copies of the annual notification.

For new buildings, those completed after October 12, 1988; our "management plan" consists of the exclusion documentation including this notification. The area of the Church used for the Day School was new construction in 1999. This documentation means that to our knowledge no asbestos-containing materials were used or specified for use in this building. You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan, please contact Dale Lehman at 301-317-6600.

Holy Trinity Christian Day School is a ministry of Holy Trinity Lutheran Church and follows the recommendations of the Evangelical Lutheran Church in America (ELCA), Department for Schools, *Early Childhood Education Resources for Boards & Committees* .

"Train up a child in the way he should go, and ...he will not depart from it." Proverbs 22:6

Parent Handbook, Rev. 4/2010