

White Marsh

Tiny Tots

Handbook

2024-2025

White Marsh Tiny Tots

Recreation Room at
Joppa View Elementary School
8727 Honeygo Boulevard
Perry Hall, MD 21128
410-931-3061
Whitemarshtinytots@comcast.net

Program

White Marsh Tiny Tots is a co-operative socialization program developed around the needs of active three and four-year-old children. This program was developed to meet the recreational and educational needs of the children in the community. It provides each child with an opportunity to socialize and grow in a structured environment, which prepares the child for kindergarten. Tiny Tots offers learning centers, stem and sensor activities, weekly themes, music, crafts, stories, free play, fieldtrips, etc. This is an academic and socialization program designed to prepare your child for kindergarten. The program starts in mid-September and goes until mid-May (approximately 30 weeks). The program is run through the White Marsh Recreation Council (WMRC), which is a volunteer, non-profit organization that works in affiliation with the Baltimore County Recreation and Parks Department and the Office of Child Care. The program is licensed with the Office of Child Care through the Maryland State Department of Education.

Staff

Director/Teacher – Donna Gallagher is credentialed by the Maryland State Department of Education through the Office of Child Care, has her 90-hour Early Childhood Certification, and is trained in CPR and Infant/Child First-Aid. The director/teacher's responsibilities are to supervise the children, prepare materials for the daily activities and run the daily routine of the program. The director is paid through the programs tuition funds.

Teacher –Lois Hoppe is credentialed by the Maryland State Department of Education through the Office of Child Care, has her 90-hour Early Childhood Certification, and is trained in CPR and Infant/Child First-Aid. The teacher's responsibilities are to supervise the children, prepare materials for the daily activities and run the daily routine of the program. The teacher is paid through the programs tuition funds.

Chairperson – Tracy Slomba is a **volunteer** and is the contact person representing the program to the Recreation Council. The chairperson is the person that ensures that the policies of the Recreation Council are carried out through the tots program. The chairperson will collect all tuition payments, fees and donations to be used for the program. The chairperson will make all the final decisions regarding the program and the program's policies. The director, teacher and the chairperson all work together to develop the best program possible.

Classes

3 year old Class - 3 days a week

Monday, Wednesday & Friday
1:00pm -3:00pm

4 year old Class - 5 days a week

Monday - Friday
10:00 am -12:15pm

Tuition

3 Year Old Class -3 days a week

Total \$1,400.00

\$300.00 Non-refundable deposit due at registration
\$1,100.00 balance due by June 1st

4 Year Old Class -5 days a week

Total \$1,600.00

\$300.00 Non-refundable deposit due at registration
\$1,300.00 balance due by June 1st

NO Refund Policy

A \$300.00 deposit is due at the time of registration and is **non-refundable** for any reason. The balance of the tuition will be due by June 1st. If your payment isn't received by June 1st without having notified us in writing, you will lose your spot and be moved to the bottom of the wait list. If you register after June 1st the full tuition is due at the time of registration. **After the balance of your tuition is paid, if you decide to withdraw your child there will be no refund given for any reason.**

Payments

We accept cash, checks or money orders for tuition payment and most fundraisers. Checks written must be from parents of the child that is enrolled in the program. Please make all checks or money orders payable to White Marsh Recreation Council or WMRC. We cannot accept checks made out to the program, the teachers or the chairperson. In the event a check is returned unpaid, you will need to make the payment in cash within seven (7) days and be responsible for the returned check fee that WMRC was charged. During the program year if one check is returned unpaid then only cash payments will be allowed for the remainder of the year. As a courtesy to the program, please contact the chairperson as soon as you know that you have an unpaid check.

Forms

All forms given at the time of registration are due back by June 2nd. Due to the Office of Child Care regulations; no child will be permitted to attend class until all forms are properly filled out, signed, turned in, and approved (this includes parent helper forms) As of July 1, 2015 all children regardless of zip code must have a lead test done before the start of school.

Mandatory Parent Helper Requirements

All parent helpers **MUST** be fingerprinted; have a releases of information form notarized and have a medical form filled out **prior to May 1st**. All of these **MUST** be handed in at the registration drop off. The Baltimore County background check **MUST** to be completed in July. More information on the last page.

Since this is a co-operative program, it is **required** that each child have a parent helper participate in the program. Each class will have two (2) parent helpers per class. Depending on the class size and the number of helpers needed that will determine the number of times a month you will be required to participate. (Approx. 2-3 times a month) A parent helper can be you or another responsible adult (18 years of age or older that has completed the above requirements). The Parent Helper is required to be present when class starts and stay until all children have been dismissed. **Siblings are not permitted on your parent helper day.** The Office of Child Care requires that children not registered with the program cannot attend a class, so please make prior babysitting arrangements.

Parent Helper Duties

When it is your helper day, you can park in the front visitor's parking lot. Please make sure you get to school early to ensure that you get a parking spot. Once inside go directly to the school's office to have your driver's license scanned and a visitor's pass printed out. Once inside the classroom, please see the director for any special instructions. For each class you will need to assist the children during cleanup, hand washing, learning centers, crafts, jackets, etc. The tables are cleaned with bleach water, before centers and at the end of class. After the children have left you will be asked to sweep, wipe the tables with bleach water, vacuum the rugs and prepare the room for the next class (approximately 10 minutes past class time). On your way out you must stop in the office to hand in your pass and be taken out of the system. **You are to remain until all students are dismissed.** A schedule and list of duties will be posted in the classroom. **Please refrain from talking on your cell phone or texting. You are there to assist with the children.**

Parent Helpers Schedule

There will be a parent helper schedule handed out one month in advance. You may put in a request for the days of the week that are best for you. **We cannot accept requests for specific dates.** There is a form in your registration packet to be filled out with at least 2 days of the week that work best for you. If this information changes let us know as soon as possible. Every attempt will be made to honor your requests. Helper day are approximately **1-3 times per month.**

Substitute Parent Helpers

Once the schedule has been completed it is **your** responsibility to find a replacement. To find a replacement, email your class along with the program that you are unable to do your helper day and if you are looking to switch days or you will pay a substitute. The fee for a substitute is \$10.00 and will need to be paid in cash by the next class and handed to a teacher who will give it to your substitute. The schedule is normally completed a month and a half in advance. (Ex: Oct 15th the schedule for Dec is done) If you switch days with someone, it is your responsibility to make sure that it is changed on the classroom schedule since we go by that to see who is supposed to be there, if not you may be charged with a No Show day if your substitute doesn't show. If you can't find a replacement but you have attempted with at least 2 emails there is not fee for the first 2 times but after that a fee of \$20 may be charged and you may risk your child being removed from the program with no refund. If no response to 2 emails for coverage please email the program to explain your situation.

Late, Leave Early or No Show Parent Helper Day

Since the parent helpers are an essential part of our program we expect you to arrive on time on your scheduled day and stay until all the children have been dismissed. If you don't show there is a fee of \$40, if you are 10 minutes late, or leave early there is a fee of \$20 fee. Fees need to be paid in cash on the next day of class. Your child will not be permitted to return to school until the fee has been paid. If you are late, leave early or no show for your helper day, for a total of 2 times; your child will be removed from the program and **no refunds will be given.** EX: If a parent had one late and one no show parent helper day for a total of 2 the child would be removed from the program and no refund given.

Arrival

When arriving please wait outside the front door of the school. **Parking is NOT permitted in the bus loop. Do not park in the teacher's parking lot to the left and right of the school. You can park in the lower parking lot.** The front door will be opened by the director and the teacher at the start of class, and then you will be able to enter the school. The children will line up, and then we will go directly to the classroom. **Children may not be left unattended at the front door at any time and must be supervised at all times. Classes are already in session so please be courteous and respectful by having your child stay away from classroom windows and doors.** Please be on time, once the director and teacher have closed the main doors, **you must walk around the building to the back door marked WMTT to be let in.** You cannot drop off children prior to the door opening.

At ANYTIME, while outside the main doors:

1. **Do Not** allow your child to stand directly in front of the doors
(They could get hit by the door opening)
2. **Do Not** allow your child to run through the school's grass,
Landscaping or gardens.
3. **Do Not** allow your child to pick flowers or leaves.
4. **Do Not** allow your child to run or yell near the classroom windows
(they will disturb the students)
5. **Do Not** allow your child to ring the front door bell.

* **We need to be respectful to the students and staff at Joppa View ***

Late Arrival

Once the director and teacher have closed the main doors you must walk around to the back door with White Marsh Tiny Tots (WMTT) on the window. **Do not ring the bell at the main door.**

Dismissal

When arriving please wait outside the front door of the school. **Parking is NOT permitted in the bus loop. Do not park in the teacher's parking lot to the left and right of the school. You can park in the lower parking lot.** The front door will be opened by the director and the teacher at the end of class and they will dismiss one child at a time. Each child will need to be signed out. Once your child has been signed out, please leave school property promptly.

Early Pick Up

If you need to pick your child up early you must walk around to the back door with WMTT on the window. **Do not ring the bell at the main door.**

Late Pick Up

The director will remain at the front door for **5 minutes**. Any child that has not been picked up will return to the classroom with the director, at that time, you will be considered late and you will need to walk around to the back door with WMTT on the window. The late fee is \$10.00 for the first 5 minutes, after 5 minutes there will be a fee of \$ 2.00 per minute. The fee will need to be paid in cash on the next day of class; your child will not be permitted to return to school until the fee has been paid. You will be required to sign the late book. **Do not ring the bell at the main door. If you are late picking up your child two (2) times, your child will be removed from the program with no refunds.** Emergency situations will be taken into consideration. If you know that you are going to be late, as a courtesy please call the classroom approximately 5 minutes before dismissal.

Parking

When you are dropping off or picking up please park in the visitor's lot. If it is your parent helper day or a class party you will need to park in the front visitors parking lot, across the street in Tremper Farms (on the wooded side not in front of the houses they have reserved spots for the homeowners), or Silver Knoll (behind the school off of Silver Spring). **Do not park in the teacher's lot to the right and left of the school.** Do not park at the Fish and Game, they will have you towed. If you park on Honeygo Blvd, pay attention to the no parking signs the police will give tickets for improper parking or possibly tow you vehicle.

Bad Weather Closings

Our program will follow Baltimore County Public School rulings concerning school closings due to inclement weather. In the event of bad weather, please listen to the news reports and follow the instructions below. We will try to send out an e-mail as soon as we know of any morning delays or closings. You can call Baltimore County @ 410-887-5555 it is a recorded message that will inform you of delays or school closings.

4 year olds

- 1 hour late - arrival will be at 10:45 with a normal pick up of 12:15**
- 2 hours late - class will be cancelled**
- 2 hour early dismissal, class will dismiss at 12:15**
- 3 hour early dismissal - class will be cancelled**

3 year olds

- 1 hour early closing - pick up will be at 2:15 pm**
- 2 hours early closing - class will be cancelled**

Health

Please do not send your child to class if he/she is sick (ex: running a fever, bad cough, runny nose, etc.) The Director will call you to come back and pick up your child. Your child must be **fever free for 24 hours without medication**, before they are allowed to return to school. If your child has been exposed to or develops any contagious illness (ex: chicken pox, measles, head lice, etc.) please contact the Director as soon as possible. During an outbreak (ex: flu, intestinal virus or immunization related outbreak) your child can not attend class if not properly vaccinated against that disease. If there is any indication that the children may have been exposed to any illness the parents will be notified as soon as possible and all precautions will be taken to make sure that it is contained.

Supplies

Your child must use the tote bag the program provides, a fee will be charged to replace a lost tote bag. **DO NOT WASH** the tote bag it will shrink. **A t-shirt will also be provided for your child this T-Shirt must be worn on all field trips.** A fee will be charged to replace a t-shirt. The items on the supply list need to be brought to the classroom for May registration drop off.

Dress

Children and Parent Helpers should dress in comfortable clothing and shoes. We will play outside on the playground when weather permits. Flip-Flops, sandals, boots, crocs and slide on shoes are not permitted on the playground (Baltimore County Public Schools policy). If we go outside to play and your child is not wearing tennis shoes, they will not be permitted on the equipment. Some days we might paint, smocks will be worn but they may not cover your child's entire outfit so please plan for this. Please have your child dress for the weather, as we do take walks and play outside if the weather permits us to.

Class Lists

We will hand out a class list with each child's name, phone number, parent's names and email address. This information is used by other parents to contact you for helper days. Name, email and phone numbers are required.

Holiday Parties

We will celebrate holidays with class parties. Parents are welcome to stay for all parties. Siblings will not be permitted to attend parties.

Birthday Celebrations

On your child's birthday we will celebrate by singing Happy Birthday and giving them a small gift from the program.

Field Trips

We will take several field trips during the year. Information (fees, times, transportation - bus or drive on own, etc.) Permission slips will be sent home with a due date. Please keep the top information and return bottom permission slip as soon as possible because some trips need to be booked in advance and we cannot take late requests. Siblings and family members may attend most of our trips. If siblings are not permitted, you will be notified on the permission slip **Field trips must be paid in cash with exact amount (please no coins. We cannot make change, so any overpayments will be donated to the program)** Field trips are **Non-refundable. All children must wear their Tiny Tots t-shirts on our trips.**

Fundraisers

Due to the cost of funding our program, we will need to hold fundraisers. Our fundraisers are voluntary but are a very important part of our funding. Checks written for fundraisers must be from parents of the child that is enrolled in the program. If you do not wish to participate with our fundraisers but would like to help the program, you may make a monetary donation. Donations are tax deductible and checks can be made out to WMRC.

Toilet Training

In order to participate in the program children must be toilet trained before the start of school. Pull-Ups are not permitted. If children need assistance with buttons, snaps and zippers the child will be asked to come to the bathroom door for assistance. The Director, the Pre School teacher and the parent helpers are not permitted in the bathrooms with the children. In cases when the child cannot come to the door (ex: needs to change whole outfit because of an accident) A teacher will assist the child with a parent helper present.

Insurance

As with all other White Marsh Recreation Council sponsored activities, the White Marsh Tiny Tots is not covered under any insurance plan. The **WMRC will not be held liable for an injury sustained** by a child or adult while participating in the program or while attending a field trip. (All necessary safety precautions will always be taken)

Smoking

There is no smoking in or around Joppa View Elementary at any time, according to Baltimore County Public Schools policy.

Pets

Please do not bring your pets onto school grounds at any time, according to Baltimore County Public Schools Policy.

Hand Sanitizer

The children are permitted to use hand sanitizer when administered by an adult during Covid.

Evacuations

We follow Joppa View Elementary policies and procedures for fire drills & 500 feet evacuations. If you arrive to pick up your child and the entrance is blocked off, **do not enter the school grounds. You must remain on Honeygo Blvd.** Once we are cleared, you may enter as usual. Please make sure your emergency cards are accurate and up to date. When we leave, the building to go to the playground or leave for a drill, we have the emergency cards with us. We must be able to reach you at all times

Items from Home

Please do not allow your child to bring items such as toys, books or blankets into the classroom. These types of items are not allowed in the classroom or to be kept in a child's tote bag. The program is not responsible for missing items.

Discipline

If a child is very disruptive and/or aggressive and does not respond to the Director or the Pre School teacher's attempts to encourage appropriate behavior, the parents and the chairperson will be notified. The Director, Pre School teacher and chairperson will work together to make a plan to help the child improve their behavior. If the child's behavior does not improve in a reasonable time the child will be removed from the program, **no refunds given.** It is not fair to the other children in the program if the class has constant disruptions by a child that will not behave. **We cannot allow children who are physically aggressive to remain in the program.**

Removal from the Program

Reasons a child will be removed from the program. Reasons are not limited to the following:

- If a child cannot or will not respond to directions from The Director
- If a child cannot or will not adapt to the structure of the program
- If a child is overly aggressive with other children or staff
- If a child is a constant disruption to the class
- Two no show/missed parent helper days and/or
- Two late or leaving early parent helper days (10 minutes is considered late, leaving before all children are dismissed is considered leaving early) that counts as missed days
- If a parent refuses to follow our policies they will receive a verbal warning and email warning. After the warning if the parent still does not adhere to the policies, then the child will be removed from the program with **NO REFUND**.

EX: If a parent had one late and one no show/missed parent helper day for a total of Two (2) the child would be removed from the program. Or Two (2) times being late picking up your child. (10 minutes is considered late)

There will be no refunds given for any reason.

Screen Time Policy

Children are allowed to use our computers during free play to play interactive learning games. On occasion we will watch a video that pertains to our lesson plan with the exception of our movie and pajama day where we watch a holiday movie.

Filing a complaint with the Office of Child Care

If a problem or complaint cannot be resolved by center staff or the Recreation Council to your satisfaction then contact the Office of Child Care.

Region 3 Baltimore County Office of Child Care

409 Washington Ave

Suite LL8

Towson, MD 21204-4907

Main Office Number: 410-583-6200

Office email: occ3bco@msde.state.md.us

Web link:

http://marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/licensing_office_balto_county.htm

Mandatory Parent Helper Requirements Information

All parent helpers **MUST** be fingerprinted; have a releases of information form notarized and have a medical form filled out **prior to May 1st**. You are required to have at least one person complete all requirements but you can have as many people as you want (ex: parents, grandparents, aunt or uncle, family friend, etc.). All of these **MUST** be handed in at the registration drop off. The Baltimore County background check **MUST** to be completed in July.

Fingerprinting:

You may go to any fingerprinting company you want but we recommend the following places. Fingerprinting is good for five years and approximate cost of \$60. The **authorization number is 1100000031** and the **ORI number is MD920523Z**.

Absolut Investigative Fingerprinting (appointment only)

604 E. Joppa Road, Towson, MD 21286
410-828-6460

FreeState Gun Range (walk-ins and appointments)

11500 Crossroads Circle, Suite J
Middle River, MD 21220
410-335-5100

Parent Medical Form:

Your doctor needs to fill out the Medical Evaluation for Child Care form. If you don't have a doctor you can go to urgent care center. This form is good for five years

Release of Information form:

You need to fill out the form and have it notarized. You can have your form notarized at the May drop off if you have contacted the program prior to coming to school. This form is good for 1 year.

Baltimore County Background Check:

This must be done in the month of July. You will receive an email by June 30th with the access code. At that time please click the link to the SSCI website to complete your background check. Once on the site you will enter the access code and you will need to select **Volunteer** in the position drop down list and make sure you are listed under **White Marsh Rec Daycare**. This screening will be performed by a security consulting firm: SSCI (The Southeastern Security Consultants, Inc.) Information about SSCI can be found at SSCI2000.com. This background check is good for one year.