



# Parent Handbook

1776 East Joppa Road  
Parkville, MD 21234  
410-668-7587

[www.woodhomepreschool.com](http://www.woodhomepreschool.com)  
[woodhome.preschool@gmail.com](mailto:woodhome.preschool@gmail.com)

# LEARN. PLAY. GROW.

## **Philosophy and Objectives**

Woodhome Preschool aims to provide an effective early childhood education program that strengthens all aspects of a young learner's development. Our curriculum goals are based on the belief that a child's early years are a particularly potent time in the formation of healthy habits, attitudes, relationships, and intellectual competencies.

A balanced curriculum emphasizing both academic and social development is crucial. We strive to offer experiences that will assist young learners to become aware of his/her senses as tools that aid learning and provide concrete opportunities for early development in key areas. The classroom environments promote educational development and social interaction. Bulletin boards are kept current and functional. The exploratory areas are well defined. All these program elements are essential to help children:

- think for themselves in creative ways
- work cooperatively with other children and adults
- understand their own feelings and respond to the feelings of others
- make decisions and observe their results
- ask questions and solve problems
- grasp integral early academic learning concepts

Educational research has shown the critical importance of the early learning years.... foundations are laid for the formation of intellectual and social competencies. Knowledge is gained at a faster rate than any other period in a child's life. Woodhome Preschool welcomes the opportunity to provide a well-planned learning experience to all our young learners!

## **Hours of Operation**

Woodhome School is open from 8:00am through the end of Aftercare Monday – Friday except for designated closures throughout the year upon notification, including the following days:

- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve and Christmas Day
- New Year’s Eve and New Year’s Day
- Spring Break
- Memorial Day
- Fourth of July

## **Programs and Tuition**

Programming and tuition are based off a 36-week school year from September – May. Children who are 3-5 years old can sign up for both a morning and afternoon session. Inquire directly for before/aftercare options for 2-year-olds.

- A 5% discount applies to any tuition paid in full.
- A 5% discount applies to the full tuition when registered for both a morning and afternoon programs (Does not include Before/Aftercare).
- A 10% discount applies for all families with more than one child admitted at one time.
- A \$25 late fee applies to all monthly payments received after the 7<sup>th</sup> of the month.
- Tuition can be prorated if necessary.
- Inquire directly about before/aftercare. We can accommodate families as needed.
- See our *Curriculum Overview* on our website [www.woodhomepreschool.com](http://www.woodhomepreschool.com) for specific information about our curriculum.

### **2’s Class (2 days)**

- 9am-12pm on Tuesday and Thursday
- Tuition: \$2,592 paid in full (5% discount) or 9 monthly payments of \$288 starting September 1<sup>st</sup>
- Children will need their own diapers and wipes
- Follows an age-appropriate curriculum

### **3’s Class (3 days)**

- 9am-12pm on Monday, Wednesday, and Friday
- Tuition: \$3,240 paid in full (5% discount) or 9 monthly payments of \$360 starting September 1<sup>st</sup>
- Children must be mostly potty trained by Sept. 1<sup>st</sup>
- Follows an age-appropriate curriculum

### **4’s Class (5 days)**

- 9am-12pm on Monday - Friday
- Tuition: \$5,400 paid in full (5% discount) or 9 monthly payments of \$600 starting September 1<sup>st</sup>
- Children must be potty trained by Sept. 1<sup>st</sup>
- Follows an age-appropriate curriculum

### **3’s/4’s Extended Learning Class (3 or 5-day option)**

- 12:30pm-3:30pm
- 5 Day Option: Monday-Friday for \$5,400 paid in full (5% discount) or 9 monthly payments of \$600 starting September 1<sup>st</sup>
- 3 Day Option: Monday, Wednesday, and Friday for \$3,240 paid in full (5% discount) or 9 monthly payments of \$360 starting September 1<sup>st</sup>
- An extended learning curriculum that compliments the morning classroom themes providing enrichment to children who stay all day or who need an afternoon time option.

## **Before/Aftercare**

- Before care is available from 8am-9am daily at \$10 an hour on a consistent basis or drop-in with a 2-day notice or as advanced notice as possible.
- Inquire directly about aftercare availability. Aftercare is \$10 an hour.
- Inquire directly regarding before/aftercare availability for 2-year-olds. This option may/may not be available depending on the school year.

## **Fees and Payments**

All billing inquiries throughout the school year can be directed to Julie McCloskey at [woodhome.preschool.billing@gmail.com](mailto:woodhome.preschool.billing@gmail.com).

### **Nonrefundable Registration Fee**

- \$100 non-refundable registration/supply fee for each child. Registration fee increases to \$125 after June 1<sup>st</sup>. If you have more than one child, the second child is \$60.00 (Ex: the registration fee for two children would be a total of \$160.00 before June 1<sup>st</sup>).
- This fee secures your child's spot for the class, as well as contributes to supplies needed throughout the year (glue, crayons, paper towels, wipes, etc.)
- There is an annual re-registration fee per child.

### **Before/Aftercare Billing**

Before/Aftercare is billed weekly by the hour and is separate from Preschool tuition. Payment is due the Friday before the coming week of Aftercare or paid in advance monthly for children who utilize Before/Aftercare regularly.

### **Tuition Billing**

- Tuition is discounted 5% when paid in full by September 1<sup>st</sup>. No discount will be given after that date for tuition paid in full.

- A monthly payment plan is 9 payments starting on September 1<sup>st</sup>. All monthly payments received after the 7<sup>th</sup> of the paying month will incur a \$25 fee for each overdue payment.
- Children whose tuition is more than 4 weeks overdue may not attend school until the outstanding balance is paid.

### **Payment Options**

- Venmo @woodhomeprek
- PayPal @woodhome.preschool.billing@gmail.com
- Credit Card (see Sunny Fisher to make payment)
- Cash/Check. Make checks payable to "Woodhome Pre-K Center, LLC." You will receive a receipt for cash payments. Please keep this receipt for your records.

### **Other Miscellaneous Fees**

- There will be a \$25.00 fee for checks returned from the bank. Subsequent payments must be made in cash or money order.
- Holidays, sick days, or snow days are not discounted. Full tuition is still due as usual for these days.
- If you cannot pick up your child from School or Aftercare by the agreed time, you must have a relative or friend come. Please notify us if this is to occur. A late fee of \$1.00 per minute applies after the agreed time.

## **Arrival and Departure**

- Bring your child to school on time and be sure to check their backpacks/cubbies each afternoon for wet clothes, artwork, or notices.
- Children will be greeted/dismissed, by their teacher, at the designated door at the beginning/end of class time.
- Children will only be dismissed to their parents or legal guardian unless the teacher has been otherwise notified.

## **Inclement Weather Policy**

Woodhome Preschool follows Baltimore County Public School (BCPS) closures:

- If BCPS is closed, there will be NO programming.
- If BCPS open 1 hour late, we will have school at regular class time.
- If BCPS open 2 hours late, there will be NO morning school and we will open at 12:30pm.
- If BCPS closes 2 hours early, it is to the discretion of Woodhome Preschool to close early.

## **Sickness**

- Do not send your sick child to school. This is unfair to your child and the other children.
- Report any contagious diseases to a teacher so that other parents may be notified of symptoms.
- Children with communicable illnesses must have a doctor's note to return to school.
- Children with fever, diarrhea, constant running nose, severe or constant cough, or vomiting will be sent home immediately. They must remain home until they have been symptom-free for 48 hours.
- When a child becomes ill or is injured, every effort will be made to contact the parents first. However, if unable to contact either parent, we will call the authorized emergency contact. For this reason, it is important that all information is up to date.
- If your child or a family member who resides with your child has potential exposure to Covid-19 or tests positive for Covid-19, proper precautions apply. Notify the school immediately of all covid exposure and/or positive results. Woodhome Preschool is not liable for covid positive results. We will do our best to ensure the safety of the children. Refer to Maryland

State Department of Education's (MSDE) current covid procedures for more details. Subject to change.

- We are required to follow Baltimore County Health Department regulations:
  - If your child is starting a new medication, the first dose must be administered by the parent at least one hour before the child comes to school.
  - Medication may be administered by a staff member only when accompanied by a completed and signed Health Department Medication Permission Slip.
  - All prescription medications must remain in their original packaging with prescribing information.
  - We cannot leave children inside unattended. Therefore, we cannot honor requests for children to stay inside during playground time.

## **Preparedness**

- Make sure your child has weather appropriate clothing.
- Flip flops are not safe for running or climbing. We recommend tennis shoes or closed-toe shoes for active times.
- Mark all outer clothing with permanent marker. Label all personal items.
- Dress your child in comfortable and manageable play clothes.
- Place a complete change of clothes (shirt, pants, socks, underwear) in a Ziplock bag and keep it in your child's book bag, as accidents do occur.
- We recommend that parents wash blankets and attachment items at the end of each week, or sooner if needed.

## **Toys from Home**

- We ask that no toys from home are brought to the Center, except for the very beginning of the year to ease transition and unless otherwise requested by a teacher.

- All items brought to school from home must have your child's name on it. The center is not responsible for lost or damaged items.
- Guns, war, or other toys of destruction are not allowed.

## **Food and Lunch**

- The parents provide lunch. Perishable items must be labeled with your child's first and last name and the date and given to the teacher to be placed in the refrigerator.
- We request that you DO NOT send in gum, hard candy, or peanut products. Water is preferable for drinks.
- Children bring lunch from home. The school has a refrigerator and microwave to use as needed during lunchtime.
- A snack calendar will be sent home each month, in which each child will be assigned a day to supply snack for his/her entire class.

## **Behavior**

- If a child makes an inappropriate choice, he/she will be redirected to another area in the classroom.
- Children will receive a stamp/sticker at the end of each day. This indicates that your child demonstrated positive behavior for most of the day. If a child does not receive a stamp/sticker, your child's teacher will notify you at dismissal or write a note home.

## **Miscellaneous**

- For children who are newly potty trained, please make sure they have manageable clothes to make it easier for getting to the bathroom in a hurry.
- There will be field trips during the year, as permitted (covid restrictions may apply). Each child needs to have a chaperone for the trips. Signed permission slips must be returned before the field trip.
- Participation in fundraising is optional.

- We have scheduled picture days at least once a year. Parents will be notified in advance. There is no purchase obligation.
- With your permission, your child's teacher may share pictures of the class in a private Facebook page specifically for the school year (see *Permissions and Agreements* section).
- Random vision and hearing screenings are administered by the Baltimore County Health Department. Signed forms are required by the parent/guardian.
- You may request a conference at any time. Any questions or concerns should be immediately directed to a lead teacher.
- We reserve the right to add, change, or delete policies as we feel necessary to ensure the children's health, safety, and best interests, as well as smooth operation of Woodhome Preschool.
- Mask provisions may change throughout the school year according to CDC recommendations and MSDE (Maryland State Department of Education) guidelines.
- Events may be adjusted or cancelled in compliance with Covid mandates and the school's best judgement to ensure the safety of our students and staff.

# **Permissions and Agreements**

Please sign the below agreements and return this page to school.

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*Child's Name*

## **1. Photo Release Permission**

A parent/guardian can give permission for Woodhome Preschool to take pictures of his/her child during the school year. The two main reasons include:

- For classroom use to aid in your child's learning experience via arts and crafts or educational activities
- To show pride in your child's work, individually or as a class, by sharing on a private social media page specifically used for the school

**By signing the Photo Release Permission section of this document, parents and guardians have the option to confirm or deny photo release permissions.** If permission is not given or a signature is not obtained to confirm permission, your child's picture will not be taken.

- **YES!** I give Woodhome Preschool permission to take pictures of my child for the uses listed above.
- **NO,** I do not give Woodhome Preschool permission to take pictures of my child at any time.

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*Parent/Guardian Name (Printed)*

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*Parent/Guardian Signature*

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*Date*

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*Child's Class*

## **2. Handbook Agreement**

I hereby agree to comply with the rules and regulations of Woodhome Preschool regarding fees, attendance, health, and all items specified in the *Parent Handbook*.

I hereby understand that Woodhome Preschool's covid-19 policies and procedures are subject to change in compliance with MSDE (Maryland State Department of Education) requirements.

I hereby agree to notify Woodhome Preschool at least two weeks prior to withdrawal or change in schedule and understand that failure to do so will result in additional fees.

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*Parent/Guardian Name (Printed)*

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*Parent/Guardian Signature*

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*Date*