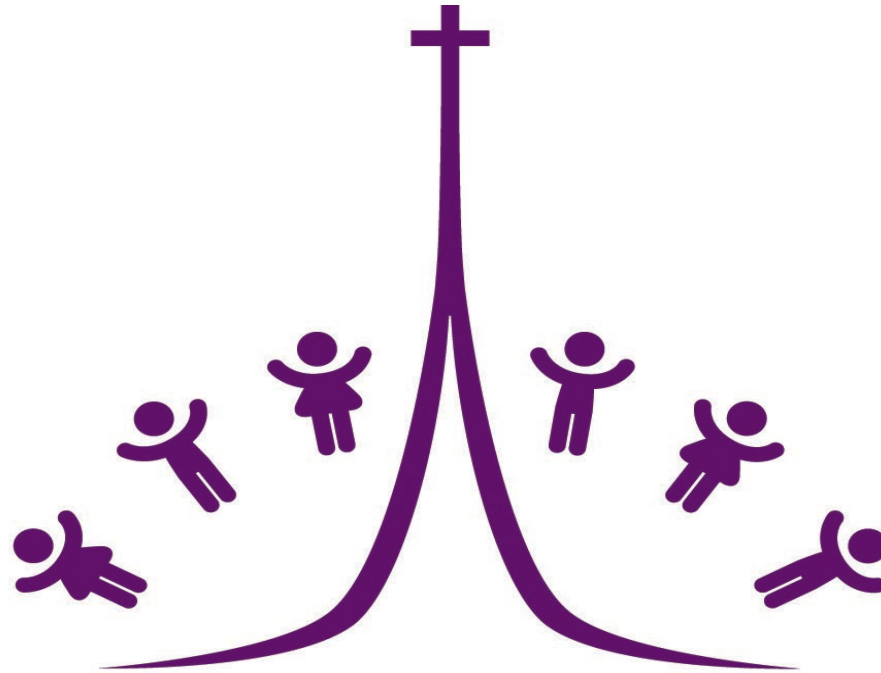


WELCOME PARENTS



Christ Memorial
Christian Preschool



Our Terrific Staff

- **2 Day Teachers and Assistants**

- * Mrs. O'Connor and Mrs. Benzing (Classroom Love) – v.oconnor@cmpcusa.org
- * Mrs. Nienhuis and Mrs. Wheelock (Classroom Joy) – julie.nienhuis@cmpcusa.org

- **3 Day Teachers and Assistants**

- * Mrs. March and Mrs. Benzing (Classroom Love) – t.march@cmpcusa.org
- * Mrs. Nienhuis and Mrs. Wheelock (Classroom Joy) – julie.nienhuis@cmpcusa.org

- **5 Day Teacher and Assistant**

- * Mrs. Smith and Mrs. Scheid (Classroom Hope) – k.smith@cmpcusa.org

- **Staff Support**

- * Mrs. Stine
- * Mrs. Brathwaite



School Schedule

School Calendar – Available on our website and posted on the parent board

Special Events/Fieldtrips – Updated and posted soon

Inclement Weather Policy – If HCPSS is closed due to inclement weather we are also closed. If HCPSS is open 1 or 2 hours late, we will open at 10:30 am and close at 12:30 pm.

Emergency Closings – You will be notified by the school if we need to close early.



Arrival and Dismissal Policies

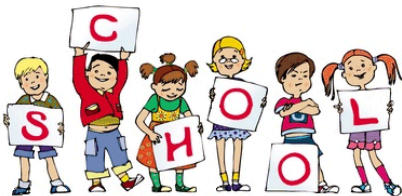
Arrival – Class begins at 9 am, please do not arrive before 8:55 am. Enter through the front door of the church building and exit via the playground door. Online sign-in required via the website, QR Code or tablet outside classrooms.

Dismissal – Please wait in large room for your child to be dismissed. We ask that parents wait close to their classroom doors to speed up the process. Please no cell phones.

Playground – Please wait inside if we are on the playground when you arrive for dismissal.

Changes – Please provide a note notifying teachers of a change in dismissal, email to the preschool office will also be accepted.

Security – The preschool doors will be locked each morning at 9:15 am and reopen at 11:50 am. To gain access to the school during the locked hours you will need to ring the doorbell and the director will be able to provide you entrance.



September Dismissal – The three-year-old classes will dismiss at 11:30 am until October 3rd , all other classes will end at 12 Noon.



Financial Procedures

We are a non-profit preschool, and we depend on your tuition payments to keep the school running!

SEPTEMBER TUITION DUE BY 12 PM TOMORROW!

Tuition Payments – All payments will be made online just as you completed the registration payment. Visit the preschool website and select the purple box Preschool Payments on the right side of the screen.

Online Profile – This is not required to complete payment. However, if you do create a profile, please be sure to remember the email address you used and password you created.

Re-occurring Payments – After making your September tuition payment you can create a re-occurring monthly payment. Enter your monthly tuition amount. Select frequency = monthly; Start Date = 10/1/23; End Date = 5/1/24

Due Date – Tuition is due by the 10th of each month. Make sure you account for weekends when making your tuition payment

Late Fees – After the 10th a late fee of \$10 will be assessed.

Late Pick-Up Fines – There is a fine for constant lateness. The fee is \$10 for every 5 minutes. The late fee is payable to the teacher upon pick-up.



Emergencies



Emergency Forms – Very Important! This form was completed as part of your registration paperwork. These forms are used to determine who we contact if there is an emergency for your child. These forms also provide us with the names of those given permission to pick up your child.

We will not release your child to anyone who is not on your emergency form, unless we have a written note or email to the office from you! A phone call does not suffice, permission must be in writing.

If we have not previously met the person picking up your child but they are listed on the emergency form, they must have ID to present.

Please make sure to update this form in the preschool office as needed throughout the year.

Absences and Illness

Notification – Please inform the school via email, at preschool@cmnpcusa.org if your child will not attend school due to illness. Please also include your child's teacher in this email.

Planned Absences – Please provide a note to your child's teacher prior to your absence.

Emails During the Day – If you need to share information with your child's teacher after the school day has begun, please CC preschool@cmnpcusa.org as your child's teacher will not have easy access to her email while working with the children.



If your child develops a fever, or is complaining of not feeling well, we will notify you using the information you provided on the emergency form. Children must be picked up with 15 minutes of parent notification. The child will be removed from the classroom and be with Mrs. Gallagher until pick up.

COVID Protocols

We are all in this together. We want to create the safest and healthiest environment for everyone. Please do the best you can to keep your sick child at home and inform us of any concerns.

Our Covid Guidelines for the 2023/24 school year are available on the preschool website, on the page labeled **Information for Parents.**

We will be using the guidelines currently provided by the CDC and Howard County Health Department to apply our COVID Protocols.

Preschool Snack



Snacks – Children will need to bring a labeled water bottle each day. Teachers will refill these water bottles as needed. A snack will be served daily. Parents will rotate providing snacks for the class. A monthly snack calendar will be sent home with your child at the beginning of each month. Preschool will provide snack the first week of school. If you are unable to provide snack on your assigned day, we suggest you ask another family to swap days. All snacks are to be unopened and sealed when they are brought to class. We encourage healthy snacks and will provide a list of suggested snack items with the first snack calendar.



Allergies

*If there are children with specific food allergies, we will notify you through the snack calendar. If your child has a specific allergy and you have **not** noted it in your Health Inventory, please notify Mrs. Gallagher via email as soon as possible.*



Clothing

Change of Clothes – We ask that you provide us with a change of clothing for your child on the first day. The clothes should be put in a large Ziploc bag with your child's name on it. Please remember to change out these clothes as the weather changes. You can bring these clothes with you to Open House tomorrow if you would like.

Label – Please label all clothing and belongings your child brings to school, especially coats.

Shoes – No open toed shoes or crocs should be worn at school. This is a safety issue.

School T-Shirts – Each child will receive a School T-shirt that they can wear at anytime. We will be asking children to wear these shirts for all fieldtrips.

School Tote Bags – Each child will receive a School Tote Bag to bring to school each day for paper and project distribution at dismissal. Please bring everyday.



Returning Students – Please use your preschool t-shirt and tote bag from last school year.

Home and School Communications

Email – Most communication comes home via email. Please check your email settings to ensure messages from the preschool are not going into a spam folder or promotions folder.

Monthly Newsletters – Will be distributed via email and posted online on our website.

Daily Activities – Outside your child's classroom each day will be a note from the teachers describing the activities of the day.

Parent Teacher Conferences – These take place twice a year, in October and March during school hours.

Progress Reports – These will come home twice a year, in February and May.

Anytime – Whenever you need to speak to your child's teacher, please make arrangements either before or after school to speak with them privately. Our teachers are happy to meet with you. The Director is always available either in person, by phone or through email.





Christ Memorial
Christian Preschool

Amazon Wish List

Many of you have asked how you can support the preschool and teachers this year. We have created an Amazon Wish List that you can use to find items we will need to create the best preschool environment possible.

We will share this list via the September Newsletter, and you will also be able to find it on our website under Information For Parents. As always, we greatly appreciate the support of our families and preschool community.

Open House Events

We are so excited to welcome everyone tomorrow for our Open House Events.

Here are a Couple Reminders:

- One adult to attend with your child.
- No siblings can attend due to space constraints.
- Teachers will be there to welcome students.
- Bring your child's change of clothes.
- All paperwork must be turned in by 12 pm this day.

Schedule:

Thursday, August 31 st	9:30 - 10:15 am	2 Day Classes
Thursday, August 31 st	10:30 - 11:15 am	3 & 5 Day Classes

First Week Preschool Schedule

5-DAY CLASS (Tuesday, 9/5, Wednesday 9/6, Thursday 9/7 & Friday 9/8)
9am -NOON

3-Day Classes (Wednesday 9/6 & Friday 9/8)
9am-NOON

2-DAY CLASSES (Tuesday 9/5)

9-10:00 am

10:30- 11:30 am

MRS O'CONNOR & MRS BENZING'S CLASS - LOVE

LAST NAME BEGINS WITH

A - H

I - Z

MRS NIENHUIS & MRS. WHEELOCK'S CLASS - JOY

LAST NAME BEGINS WITH

A - H

I - Z

2-DAY CLASSES (Thursday 9/7) 9am - 11:30 am

*Note: The 2-day classes end at 11:30 during September
Beginning on October 3rd , they will end at NOON.*

Still Have Questions



- Check Out Our Website

www.cmpcusa.org/preschool

- Refer to the Parent Handbook – Available on the website under Information for Parents.
- Or Just Ask Me
410-997-8011 or preschool@cmpcusa.org

You can like us on Facebook

Christ Memorial Christian Preschool





Christ Memorial
Presbyterian Church

LOGOS Program

Dates: Wednesday Night - October through
March Program

Times: 5:30 - 8:00 pm

Involves: 4 Components - Recreation, Bible,
Dinner/Family Time and Worship Skills

Cost: \$150 for the whole year!

Reason: It's Super FUN!

Contact: Elyn Thomas at elynthomas@gmail.com