

**2016 - 2017
Parent & Student
Handbook**

**K-PREP AND KINDERGARTEN SUPPLEMENT
TO THE
PARENT/STUDENT HANDBOOK**

Founded 1957

Association of Independent Maryland and DC Schools,

National Association of Independent Schools,

Accredited by the State of Maryland

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Welcome

We would like to extend a genuine welcome to all the parents of the K-Prep and Kindergarten students of Harford Day School. We believe our parents are a vital part of our program. This portion of the Handbook is designed to answer many of your questions. We want all of our children to know that their parents and teachers share in their happiness at school and their successful growth and development this year. Work and play are very important to our program. We are looking forward to a very rewarding and enjoyable experience with your children.

New Student Orientation

A special invitation will be sent to all new K-Prep and Kindergarten children to meet the teachers and see their classrooms in August. New parents are invited to attend their own orientation at that time for an informal discussion with the school administration.

First Day of School

All children in K-Prep and Kindergarten will receive a special letter inviting them to school on Tuesday, September 6. Parents should bring their children to school on that first day and try to leave promptly. Please do NOT plan to stay with your child that day. A teacher will greet and help each child out of his or her car. We promise to take very special care of your child. Dismissal for K-Prep and Kindergarten students is at 2:45 P.M. for the first week and 2:50 P.M. beginning September 12.

Backpack: All children should have a functional backpack large enough to carry notices, homework, and library books. No other supplies should be sent to school. Backpacks on wheels are not allowed in the Kindergarten Building.

Parent Night

Class Meeting Night will shortly follow the start of school. It is very important that each family be represented. At that time we will talk about essential information including daily operating procedures, curriculum, expectations, and schedules. Materials will be on display for your perusal. This is a good time to bring all of your questions.

Drop-Off Procedure

K-Prep and Kindergarten teachers are ready to welcome children into the building at 7:45 A.M. If you need to drop your child off earlier, please take him or her to the Library in the Main Building, where supervised care is available. Children who arrive after 8:00 A.M. miss the essential early morning time needed to settle in leisurely, participate in projects and group activities, and interact casually with teachers and other children before the day begins. We appreciate your cooperation in bringing your child on time every day. **If your child arrives after 8:00 A.M., the front door will be locked. Please sign your child in through the Front Office.** You will then walk your child down to the side door of the Kindergarten building and into his or her classroom.

When dropping off children at the Kindergarten Building, please DO NOT block traffic. Pull up on the right hand side as a teacher directs, and let your child out. In order to prevent accidents as you drop off your child, please remember to look to your left before you pull out into traffic again. Be especially careful as you merge with the traffic going to the main school.

If you **must** park and leave your car, park in a designated parking space located to the left and right of the driveway as you enter our campus. NEVER PARK IN THE KINDERGARTEN CIRCULAR DRIVE, even for a minute, because it interrupts our drop-off procedure.

A teacher will assist during morning drop-off.

One of our goals as the school year progresses will be to develop each student's independence and self-reliance. Toward that goal, we will encourage students to make their way to their classroom as they arrive at school each morning. Teachers will be waiting in classrooms to greet their students as they arrive and help them with morning routines.

Pick-Up Procedure

2:50 Pick-Up (2:45 – First week of school)

K-Prep children and Kindergarten students can be picked up from the Kindergarten porch at 2:50 P.M. Children who have siblings in Grades 1 - 8 will be dismissed with their carpools from the Kindergarten porch. Please display your name card on the window each day. As you turn from Moores Mill Road, stay in the far right lane to reach the Kindergarten building. If you are first in line, pull up past the Kindergarten doors to the white line near the main school. Other cars should pull as close as possible to the car in front. If everyone cooperates, dismissal should be completed by 3:15 P.M. Teachers will direct traffic flow. For safety reasons, children will be loaded only from the lane nearest the curb. Please place your car seat in the center or right side of your back seat. At 3:15 P.M., K-Prep and Kindergarten children who have not been picked up will be taken to Extended Day.

All Dismissals:

Please notify the Kindergarten teachers or main office when:

- there are permanent or temporary changes in carpool members
- a child is ill
- a child is going home with someone else

We make this request to protect your child and prevent unauthorized persons from picking up children.

Emergency Closings

Harford Day makes its own determination on closings and delays. The School will provide notification through radio, TV, RoboCall, Facebook, Twitter, and the School's website.

You can register to receive an email or text notification of Harford Day's closings and delays through School's Out. Go to their website, www.schoolsout.com, and follow the prompts. Be sure to select Harford Day School.

Parents always have the right to choose whether or not to bring their child(ren) to School.

Items to be Labeled and Kept at School

We go outdoors in all types of weather. We explore puddles, mud, snow, etc. We do a lot of painting. Sometimes children need a change of clothes. The following **labeled articles** should be brought to school in a zip lock bag the first week of school. As the weather changes and your child grows, please update as needed.

1. one shirt
2. one pair of socks
3. one pair of underpants
4. one pair of slacks
5. one extra pair of mittens for cold weather
6. one extra pair of tennis shoes
7. a sweatshirt or sweater

Blue/Green Teams

In keeping with a long-standing Harford Day tradition, each child is placed on the HDS Blue team or Green team upon enrollment. Immediately following the graduation ceremony, students in K-Prep – Grade 7 participate in Blue/Green relay races. Children remain on their Blue or Green team throughout their time at Harford Day. Siblings and children of alums are always placed on the same team.

Rest Time

Children may bring one small sleeping pal and a beach towel for rest time. No blankets, pillows, or sleeping bags are allowed.

Guidelines to Start off the Day

1. Get up in plenty of time so the early morning is unhurried.
2. Eat a nutritious breakfast.
3. Have a pleasant conversation on the way to school. The attitude your child brings to us may be the one he or she will have all day.
4. Allow ample time for a calm arrival.

Lost Articles

We make every effort to help children keep track of their belongings, but we find it very difficult to do so unless items are plainly marked. **Names should be printed on all raincoats, coats, hats, jackets, sweaters, scarves, mittens, boots, book bags, etc.** While parents and the School are partners in the ongoing process of developing a child's sense of responsibility for his or her personal belongings, the results are very gradually achieved. Children who can unfailingly identify their own toys may not be able to identify their own jackets. Despite our best efforts, we always have a box of lost articles. Parents suspecting that they are "missing owners" should stop by the Kindergarten building.

Treasures from Home

Children may bring something of special interest to share with the group on Show and Tell day. We encourage something from nature or an item that will prompt an interesting observation or tale. A shell, leaf, souvenir from a trip, homemade treasure, or favorite book are all examples of good choices. Children should not bring toys from home to school. Please arrange any visit of a pet with the teacher in advance. Toy weapons of any kind may NOT come to school at any time. You will be notified of Show and Tell days throughout the year. Please limit it to ONE object per child; our attention spans are short!

Class Parties

Class parties typically happen throughout the year. The Class Parents will be in charge and may contact you for help.

Lunch, Snacks and Nutrition

Please keep in mind that there are several students in our school who have a severe, life-threatening food allergy. Some students may have a reaction when exposed to a miniscule amount of certain foods. To that end, we ask that you consider packing snacks and lunches that do not contain nuts and nut products.

Each child should bring his or her snack each day. Please try to send in snacks with little or no sugar. Some ideas are: fruits, vegetables, crackers, cheese, muffins, granola bars, bagels, etc. Be creative and think "nutritious." Snacks should come to school ready to eat. Please include a drink for snack and one for lunch. Please label your child's snack with a sticker or marker.

Hot lunches are held periodically during the year. The dates and menus for hot lunches are approved by the homeroom teachers.

Catered lunches are offered Monday through Friday to students in all grades. Menus and ordering information is on the School website.

Lunches brought from home will not be placed in a refrigerator and should be brought to school in lunch boxes or bags. Lunch items cannot be microwaved. Please provide everything your child needs including a drink, utensils, and two cloth napkins. No sodas, please.

Please refrain from bringing "fast food" lunches to your child, even as a special treat.

Birthday Snacks

Children often consider their birthdays the most important day of the year. On birthdays, your child's homeroom will have a celebration during snack time or as a lunch dessert. You may wish to send in a special snack for the occasion for your child's homeroom. Balloons, candles, and other prizes should be saved for home parties. Invitations for parties should not be sent to school unless every child in the class is invited. Children with allergies are encouraged to bring in a personal supply of "safe snacks" to keep in the homeroom or freezer for these occasions.

Healthy Children

The Harford Day School parent portal allows you to complete your child's demographic and health information online. Please complete the back to school health section of the parent portal by August 5, 2016. Additionally, health forms are available on the School website. Click on the "PARENTS/STUDENTS" tab located on the left side of the home page. From the drop down menu, click on "Health Suite Information" and then click on "Frequent Forms." Once the forms are completed, please upload them on the parent portal.

Harford Day School abides by the Maryland State immunization requirements for children enrolled in preschool programs and school. If your child does not have the necessary immunization documentation on file in the Health Suite, he or she will not be allowed to attend school until such documentation has been provided. The requirements are on the School website, www.harfordday.org. Click on the "PARENTS/STUDENTS" tab located on the left side of the home page. From the drop down menu, click on "Health Suite Information" and then click on "Vaccine Requirements."

Please be certain your child is healthy before sending him/her to school. We assume that if a child is in school, he or she is able to participate in all of our activities. We strongly recommend a day of quiet spent at home to prevent illness in an over-tired child. **Children experiencing vomiting, diarrhea, or a temperature over 100.4 should remain home for 24 hours after the last occurrence.** Please do not mask a fever with Tylenol or Motrin and send your child to school.

Chicken pox: Children continue to be contagious until the pox are completely scabbed over. Please do not send your child back to school too soon or without a doctor's signed permission.

Medications At School

Kindergarten

The parent portal includes a section that allows your child to be administered a limited number of over-the-counter medications. If your child requires prescription medication during the school day, such as emergency medications (inhalers, epinephrine auto-injectors, etc.), please complete the Maryland State School Medication Administration Authorization Form. There is also a section on the form for you to complete. The form is on the Health section of the parent portal or the School website, www.harfordday.org under "Health Suite Information." Once the form has been prepared, simply upload it to the portal. A separate form is needed for each medication.

Medication is kept in the Health Suite. All prescription medication must be provided to the school by a parent/guardian. Except for epinephrine auto-injectors, your child must have been given at least one dose prior to the medicine being administered in school.

K-Prep

Parents are required to complete the Maryland State Department Of Education Office Of Child Care Medication Administration Authorization Form ([Form 1216](#)) for each medication (prescription and non-prescription) your child may receive during the school day. The form is available on the parent portal and School website, www.harfordday.org.

Sunscreen, diaper rash, and non-prescription ointments do not require health care provider authorization **BUT** do require parent's written permission on [Form 1216](#).

All prescription and over-the-counter medication must be brought to school by the parent/guardian. Your child must have been given at least one dose at home (except epinephrine auto-injectors).

Prescription Medication for K-Prep Students

If prescription medication is to be given during the school day, the student's health care provider must complete the "Prescriber's Authorization" section of [Form 1216](#).

The medicine must be labeled by the pharmacy OR physician and include the following:

- a. Child's name
- b. Date of the prescription
- c. Name of the medicine
- d. Medication dose
- e. Administration schedule
- f. Administration route (orally, topically)
- g. Any special instructions ("take with food")
- h. Duration of the prescription
- i. Expiration date of the medication

Rescue medications such as inhalers and epinephrine auto-injectors must be accompanied with an Action Plan that has been written by the child's health care provider and signed by the parent(s).

Non-Prescription Medication for K-Prep Students

If non-prescription medication is to be **GIVEN MORE THAN ONCE PER ILLNESS**, the student's health care provider must complete the "Prescriber's Authorization" section of [Form 1216](#).

The medicine must be labeled with the student's name. The medicine will be administered according to the manufacturer's label instructions. The medicine must be in the original manufacturer's container and include the following information:

- a. Manufacturer's instructions for administering the medicine
- b. Manufacturer's instructions for safe use and storage of the medicine
- c. Manufacturer's list of ingredients and expiration date

Library

Our K-Prep and Kindergarten classes will go to the main school Library once a week. They may take out one book each week. Please have your child return the book by the following visit. We ask that you help us teach our children the responsibility of returning books on time. We want them to be excited about taking new books home. However, in order to keep this privilege, they must learn to return books in order to get new ones. We encourage each child to "read" daily and parents to read aloud at a special time each day.

Field Trips

Field trips are an extension of our K-Prep and Kindergarten curriculum. Children are transported by bus for most school field trips. We expect each child to go on all class trips. We will send notes home to announce the details of each trip. Parents are given the opportunity to attend field trips as chaperones. Except under unusual circumstances, we will not visit gift shops during field trips.

Guidelines for Chaperones

Above all else, chaperones are needed to supervise children and help them gain the maximum educational benefit from each experience. We ask that you remain with the children assigned to you and give your undivided attention to the program being presented.

Siblings cannot be invited. Toddlers and infants can distract our group and may call a chaperone's attention from the students being supervised.

Cell phones should be silenced or turned off (they may be set to vibrate).

Parent Visits

We want parents to feel very welcome. Visits can be arranged any time after October 1. By this time, your child will feel secure within the classroom and emotionally independent. Children can be distracted by the presence of a visitor. Therefore, we prefer to schedule visits one person at a time for no longer than one hour. Please call and arrange visits in advance.

Parent-Teacher Communication

We look forward to establishing close communication between parents and teachers. We ask that you make us aware promptly if you have a concern or question. Please contact the teacher most directly involved by note, phone call, or e-mail to arrange a meeting. Similarly, we will contact you immediately if we have a concern to address.