







# Glyndon United Methodist School

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August 2021

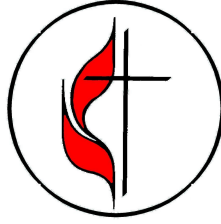
Dear GUMS Families,

Welcome to Glyndon United Methodist School! We are honored that you have chosen to begin your child's education with us. I look forward to getting to know each child as we grow together this year. If there are any questions, please email me at [glyndonumschool@gmail.com](mailto:glyndonumschool@gmail.com) or leave a message on the preschool line (410) 861-0707. I pray that GUMS becomes a second home for your child and your family. My family cherishes the relationships built with families and staff during our preschool days, and I hope your family does so as well. .

Our Parent-Student Handbook will provide families with basic information about our school, as well as the school's policies and procedures. Please review this handbook and discuss its contents with your child and other caretakers. We hope that this handbook will be a valuable resource for you and that you will refer to it as questions arise while your child is a student here.

Sincerely,

Terri Dotterer  
Director  
Glyndon United Methodist School



**GLYNDON UNITED METHODIST CHURCH**  
**P.O. Box 84, Glyndon, MD 21071**  
**410-833-2033**

August 2021

Dear Parents:

As pastor of Glyndon United Methodist Church, and on behalf of our entire church family, I offer you an enthusiastic welcome to our preschool. We are delighted that you have chosen to begin your child's education with us and trust that it will be an enjoyable experience for both you and your child. We have over 45 years of preschool experience, and work hard to ensure that the Glyndon United Methodist School (commonly referred to as "GUMS") provides a safe and friendly environment for your child to learn and grow. Our teachers are not only experienced and skilled, but enjoy offering creative, educational activities and outings that stimulate and motivate your children. They have a passion for preparing children academically and socially for a smooth transition to elementary school.

We welcome you and your family to join us for worship on Sundays. Check out our website ([www.glyndonumchurch.org](http://www.glyndonumchurch.org)) for information on all our ministry and fellowship opportunities.

I look forward to meeting you and your child during our preschool year and pray this year at GUMS will be a blessing to your whole family.

Grace and Peace,

Dong Eun Lee  
Pastor

## **Our Mission Statement**

Glyndon United Methodist School is a traditional part-time preschool. GUMS is distinctly unique because of our community-centered emphasis. We're an affordable first school experience focusing on the whole child. Our teachers create a safe environment where children are seen as unique and important individuals.

## **Fostering Community in Classrooms**

Alongside academics, school readiness, and individual development, our children learn how to be part of a community. Children are encouraged to make choices and are guided through problem solving in social situations. These foundational skills teach children to love others, develop friendships, and learn together.

## **Community-Centered**

We are a community-centered preschool with our children at the heart. Surrounding our children are our teachers, parents, and church support who work in partnership to create a nurturing and thriving preschool. Our community is comprised of three parts:

- Our collaborative teaching staff with its high quality program,
- Our parents who take an active role in enrichment, fundraising, and general support through our co-op inspired organization,
- Our church support and board leadership who provide our physical space and oversee the development of our school.

## **Parent Participation**

***DUE to COVID-19 restrictions we are unable to accommodate new Co-Op roles.***

## **Our Program Overview**

Our program is designed to be developmentally and age appropriate. Students who enroll for three years will progress purposefully with nurturing teachers in a safe and familiar place. Likewise, students who enroll for one or two years will benefit from the same thoughtful whole-child program. Our program takes a holistic learning approach in a loving Christian environment. Glyndon United Methodist School's full Program Overview can be found on our website:

<https://www.glyndonumschool.org/program-overview>

## Class Schedules

All class schedules are flexible in times and are posted in the classrooms. Activities listed are parts of a typical school day. All activities are geared to the seasons, weather, and predetermined themes. The daily schedule is altered when the children attend other field trips.

Schedules are created to allow children to succeed throughout the school day. These schedules give children security and ownership to their day. A variety of activities from active to quiet and unstructured to structured are scheduled throughout the day. All activities are age appropriate and geared towards the children in the classroom.

## Parental Responsibilities and Expectations

### Payment of Tuition

Please keep in mind that Glyndon United Methodist School has reserved a spot in its program for your child. By enrolling your child, you have indicated your willingness to pay all tuition and fees associated with the School program. Tuition must be paid in full and in a timely manner with checks made payable to Glyndon United Methodist School. Please indicate in the memo line of your check what it is intended for.

For the 2021-2022 school year, tuition is due by end of school year on these dates:

September	October	November	December
First day of school	10/5	11/5	12/3
January	February	March	April
1/5	2/4	4/4	5/5

**In the case of school closures- full tuition will still be expected. If there are multiple extended closures due to COVID-19 (2 weeks or more), 50% of tuition will be due (with first confirmation from the board).**

### **Late payment of Tuition**

Tuition payments received after the due date will result in the following fees. If tuition remains unpaid on the first day of the next month, action may be taken to remove a student from the school. A \$35 fee will be assessed on all checks returned for nonsufficient funds. After 2 occurrences within the same school year payment will be required to be paid in cash. Children will not be enrolled in the program until all late tuition is paid from the previous school year.

First late payment	2nd late payment	3rd late payment	4th+ late payment
Written letter sent home and put in file	\$25 late fee	\$50 late fee	\$100 late fee for each offense

### **Assumed Guardianship**

Unless there is a court order to the contrary, custodial and noncustodial parents have equal access to school-related information. Glyndon United Methodist School assumes that parents who have not submitted court orders or written custody agreements, signed by both parties, to our preschool have equal rights during pick up, drop off, and decision making. Both parents, when applicable, are required when withdrawing a student from our school.

### **Attendance at Parent/Teacher Conferences**

Parent/teacher conferences will be held as needed and virtually. Please note, however, that concerns may be brought to the attention of the teachers at any time throughout the school year. Glyndon United Methodist School has an open door policy under normal circumstances. However, no one is allowed into the school during the COVID-19 pandemic.

You may inquire about your child's kindergarten readiness to your four year old's teacher any time. If you have any forms that need to be filled out for the kindergarten process, please include a stamped envelope with the forms, and the forms will be sent within the week to the school your child wishes to attend.

### **Late Pick-up Policy**

Late Pick-up is defined by any time a parent walks through the school doors 5 minutes past the end of the school day for the given class. Glyndon United Methodist School appreciates your cooperation in picking up your child on time. If you are going to be late, please call the program so teachers can tell your child and make any necessary

adjustments in their plans or transportation arrangements in order to wait with your child. The fee, listed below, is due the next school day given directly to the registrar.

First late payment	2nd late payment	3rd late payment	4th+ late payment
Written warning. Letter sent home and stored by director	\$25 late fee	\$50 late fee	\$100 late fee for each offense.

### **Adult Misconduct**

No abusive language or behavior will be tolerated from parents toward other parents or toward any GUMS staff member on any property of the church. The staff of Glyndon United Methodist School extends courtesy to all parents, grandparents, and caregivers and the Director expects the same courtesy to be extended by adults entering the Preschool. Any misconduct by a parent, grandparent, guardian, caregiver or other adult will result in an interview with the Director. This interview will serve as a warning. Any further misconduct will be handled at the discretion of the Director and the GUMS Preschool board. This may result in expulsion of both student and adult for the remainder of the school year and/or prevent any future attendance at Glyndon United Methodist School.

### **Behavior Policy**

At Glyndon United Methodist School, we believe that positive social behavior should be encouraged and modeled in the classroom. Behavior that is not positive is unacceptable and will be discouraged.

Minor problems will be handled in the classroom through individual or, where appropriate, group discussion. Repeated or chronic negative behavior will necessitate parent/teacher communication. Continual behavior problems may require a parent/teacher/director conference.

As stated in our school philosophy, our goal is to establish an age-appropriate learning environment for each child. We encourage open communication between the home and school by building a rapport with our families. This ensures the academic and social success of all students in the GUMS family. The goal of our staff is to help children function in a group setting without hurting themselves, others or abusing property. When a child is not functioning well in a group setting, one or more of the following procedures are used:

1. Children are guided, redirected, and given choices.
2. Staff members will model appropriate words or behaviors as a teaching strategy.
3. Children are verbally asked to stop a negative activity/behavior.
4. A staff member will only physically remove a child in the event of danger to the child or another child. In this case, it will be where the child is fully supervised.
5. A child may be asked to leave the group for a brief period until ready to join group activities again. This should not be deemed or formatted like a time-out. Rather,



children should use this time to calm down so that the child and the children around them are safe.

6. A staff member may only place their arms around a child whose behavior is out of bounds in order to stop the child from injuring self or others.
7. The teaching/learning environment is re-evaluated often in order to make changes that would suggest a more positive behavior.
8. Parents and staff will work together to get new insight and establish common goals.

Corporal punishment is not allowed at GUMS. Spanking, threatening or frightening the student is prohibited. Depriving a student of food or comfort, such as taking away snacks or long periods away from the group are not permitted for disciplining at GUMS. The Director of GUMS reserves the right to request that the parent of a student who becomes a constant source of disruption to the group be asked to seek professional help for the child and/or family or withdraw the child from the program. This situation is rare and every effort is made to avoid it.

### **Required Forms**

All students must submit the following health form:

- Health Inventory form
- Immunization Records
- Emergency form
- Parent Guide to Regulated Child Care
- All About Me form
- COVID-19 Waiver
- Handbook agreement/Photography release

Students with specific health concerns may have to fill out:

- Allergy Action Plan
- Asthma Medication Administration Plan
- Medication Authorization

If your child has special health needs (for example, allergies, chronic illness, disabilities), tell his/her teacher. This will help them take the best possible care of your child. As a general rule, We do not accept the religious exemption line for vaccinations.

As a general rule, staff members do not administer medications. If your child requires medication, it should be given at home. If your child has asthma or another chronic medical problem which might necessitate the administration of medication in an emergency situation, please be sure to make your child's teacher aware of this possibility. She will have you complete a Medication Order Form. By completing this form, you give permission for your child's teacher to administer medication in the event of an emergency. A note from your doctor is also required.

All parents/guardians will complete a form (included in enrollment packet) concerning any individual needs required by their child while attending our preschool. This information must be supplied before the child is admitted. GUMS will try to make special accommodations for children who require such accommodations, provided it is within our budget and professional expectations. Accommodation can be a specific treatment prescribed by a professional or a parent, a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's folder. The general policy is to disclose only the information necessary to protect the health and safety of others and to ensure appropriate care of the student. If the Director determines that parents or the staff needs to be alerted to a case of contagious disease, it is Glyndon United Methodist School's policy not to reveal the identity of the infected student or his or her family. Our preschool will follow the usual infection control procedures and use proper sanitation. Universal precautions will be used for all students or staff when blood is involved.

### **Sick Day Policy**

During the COVID-19 pandemic, no child should come to school with ANY COVID-19 symptoms, have been exposed to someone waiting for results or has tested positive for COVID-19. Also, if anyone in their family is sick or is waiting for results or has tested positive for COVID-19, the child may not attend preschool.

*As a general rule of thumb, if one person in the family is sick, the whole family is sick!*

### **Inclement Weather Policies- Snow and Emergency Closings**

Glyndon United Methodist School follows the closing policy of the Baltimore County Public Schools. School closings and delays are announced on their website, bcps.org. The following situations apply:

- Public school is cancelled: no preschool that day; field trips for the day are also cancelled
- Public school open in AM but closed in PM: preschool follows the regular schedule
- \*ANY delay: 2s and 3s closed, 4s class comes in at 11am-1pm\*
- We do not follow Hereford Zone of Baltimore County

**We will use email as a form of communicating weather and other emergencies. Please be sure we have your most current email address.**

Please remember that the safety of your family should come first, if you feel it is unsafe to travel please keep your child at home. Tuition will not be refunded in the event that the school is closed. If the weather is unusually harsh and requires the school be closed a significant number of days, the board may adjust the school calendar to make up the days.

## **Playground and Weather Policies**

Our backyard is an integral part of our preschool. Gross motor skills, fresh air, and exploration is essential for little ones. Teachers take children outside whenever it is safe to do so. We take children outside when there is no precipitation. Please make sure your children are dressed for the weather including hats, mittens, and heavy coats. **Due to staffing ratios and licensing rules, your child may not be kept inside with another class during recess.** If your child is unable to participate in recess due to colds or illness, your child should still be at home.

## **Student Drop off and Pick up Policies**

When parents are dropping off and picking up their children, parents should enter the church parking lot via Butler Road and exit through the back of the lot on to Central Avenue. **This one-way traffic pattern is to be observed at all times.**

**It is very important to have your student at school on time. Tardiness is very disruptive to both teachers and students.**

A wellness check will be performed each day. Honest answers are expected. If your child has taken motrin or tylenol, or any fever reducer, your child may not attend preschool. **You must sign in and sign out your child each day at preschool.**

Only authorized individuals are allowed to pick children up from school. At the start of the school year, parents are asked to complete an Emergency Contact Form, listing all the persons who are authorized to pick up their children at the end of the school day. If the list of authorized persons changes during the school year, the teacher must be notified in writing. Children will not be dismissed from school into the care of an unauthorized person. If a child is to be picked up by someone other than one of the individuals listed on the Emergency Contact Form, the child's teacher must be made aware of this prior to dismissal time and in writing.

We ask that you make every effort to keep our children safe in the parking lot. Younger children should never be left unattended in the parking lot. Please observe and use the ONE-WAY flow of our parking lot. Seat belt law As of June 30, 2008, the Maryland Child Passenger Safety Law requires that every child under 8 years old must ride in a booster seat or other appropriate child safety seat unless the child is 4'9" or taller, or weighs more than 65 pounds. Every child from 8 to 16 years old who is not secured in a car seat must be secured in the vehicle's seat belt. Child safety seats include infant seats, convertible seats, forward-facing seats, booster seats, or other federally approved safety devices.

## **School Attire**

Children should come to preschool dressed to play. Children should wear clothing that is easy for them to take off when they use the bathroom. Shoes should be safe to play in. (No sandals or open toed shoes). Clothing should always be suited to the current weather conditions. Preschool children go outside to play on cold days, so they should come to school with jackets, hats, and mittens/gloves during cold weather.

## **Supplies for School**

Preschool students are asked to bring the following supplies to school:

- One small, recent pictures of themselves to be used in our emergency folders
- Change of clothes to be kept at school
- Your teacher may also ask for a few items. Please check in with them

## **School Donations**

We always appreciate donations made to our school of supplies. Please check our amazon.com wishlist at <http://a.co/4Ui3PTY> to view our latest needs.

## **Items That Should Not Come to School**

Children should not bring toys or money to school. **Please leave all toys at home!**

## **Nutrition**

Preschool students receive a snack during each class session. Snack menus are approved by the agency that licenses the school. If your child has allergies or other nutrition problems, please be sure to indicate them on the Medical Information Form so that teachers are fully aware of your child's needs. If your child requires a modified diet for medical reasons, a note from the physician is required. If there are dietary restrictions, a note from parents is required for the child's file. Teachers make every reasonable effort to accommodate the special nutritional needs of students.

If our PreK Class has lunch, the lunch would be provided by the parents. This lunch should be nutritious and ready to eat in small, child-size portions. Per regulation, the preschool is required to offer pasteurized, 1% milk to each child with their lunch. These lunches will be stored in our refrigerator.

## **Allergy Policy**

Because Glyndon United Methodist School is a small school, Allergy Policies will be revised and made as new children are enrolled in the school. Families will be given notice and expected to abide by the allergy policy.

## **Visitor Policy**

GUMS may not have any visitors inside the building during the COVID-19 pandemic.

## **Emergency Situations**

Glyndon United Methodist School makes every effort to keep our students and staff safe. Each class will have monthly fire drills as well as emergency drills twice a year.

In the event of an emergency, children's emergency forms are kept with a teacher. If we must be evacuated from our school, children will be transported to Glyndon Fire Station or Reisterstown United Methodist Church. The director and/or lead teacher will be responsible for making, implementing, and communicating decision

## **Grievance Procedures**

When there is a concern about the Glyndon United Methodist School, its programs, or its staff, effort should be made to resolve the problem at the most immediate level possible. If you have a concern about a particular classroom situation or incident, go directly to the person involved, either the teacher or the assistant teacher. With good communication, most problems can be worked out at this level.

If you still do not feel that your concern has been addressed to your satisfaction, arrange a conference with the director. If resolution is still not reached, the matter should be referred to the Chairperson of the School Board, who will take it to the Board for resolution. The Chairperson will share verbally with the concerned parent the actions of the School Board concerning the particular situation.

## **Phone Policy**

If you need to leave a message for a teacher during school hours, you may call the preschool directly at 410-861-0707. The church office may be called as a backup at 410-833-2033. At the beginning of the year, you will receive the director's cell phone to text (preferred) or call if needed. Teachers are not allowed to use cell phones during school hours except for emergencies.

## School Calendar for 2021-2022 School Year

<b>August</b>		
Tuesday	31	4s Meet and Greet
<b>September</b>		
Wednesday	1	2s Meet and Greet
Thursday	2	3s Meet and Greet
Tuesday	7	Opening week for preschool. Staggered entrance
Thursday	9	Tuition due by 1pm
Monday	13	First Full week of preschool, regular schedule
<b>October</b>		
Tuesday	5	October Tuition due by 1pm
<b>November</b>		
Friday	5	November Tuition due by 1pm
Thurs/Friday	25/26	Thanksgiving Holiday, School closed
<b>December</b>		
Friday	3	December Tuition due by 1pm
Friday	17	Last Day of Classes before Christmas Break
<b>January</b>		
Monday	3	School reopens
Wednesday	5	January Tuition due by 1pm
Monday	17	School Closed for Martin Luther King Jr. Day
<b>February</b>		
Friday	4	February Tuition due by 1pm
Monday	21	School closed for President's Day
<b>March</b>		
Friday	4	March Tuition due by 1pm
<b>April</b>		
Tuesday	5	April Tuition due by 1pm
Friday	8	Last Day of Classes before Spring Break
Monday	18	School reopens
<b>May</b>		
Thursday	26	Last Day of classes

Calendar days are subject to change when necessary at the discretion of the director and school board. If there are extended closures due to inclement weather or COVID-19, the board will approve any appropriate extensions.