

# Mother's Day Out Early School Program Summer Fun

## PARENT HANDBOOK



### One-day-a-week Child Development Programs

Dorothy Tamai, Director/Teacher

[www.cheverlynurseryschools.com](http://www.cheverlynurseryschools.com)



**Cheverly United Methodist Church**  
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## Daily Schedule

10:00 – 10:30	Meet & Greet	Meet in the Rainy Day Room to greet each other and begin our day
10:30 – 11:00	Choice Time	Creative art, fine motor skills with table games, socialization and imaginative play in various centers, such as housekeeping, blocks, science & music
11:00 - 11:30	Circle Time	Theme-related stories, songs, flannel board games, skill craft, language development
11:30 - 12:00	Activity Time	Indoor or outdoor activities, games, hikes, large muscle activities, auditory skills (Listen and Do songs)
12:00 - 12:30	Lunch Time	Learning table manners, responsibility for clean up of personal space, discussion with teachers and classmates about food shapes, colors, textures, and food groups. Unfinished food is generally returned.
12:30 - 1:00	Rest Time	Supervised rest time in adjoining room. Each child has his/her own small blanket or towel to be left at school
1:00 - 1:30	Circle Time	Review morning activities to reinforce skills; Science, math, pre-reading, social studies development with Weekly Reader Children's magazine and craft
1:30 - 2:00	Play Time	Outdoor or "Rainy Day Room" (indoors) with climbers & bouncy horses
2:00	Dismissal	Parents meet children in hallway, outdoor playground or Rainy Day Room



# **One-day-a-week Child Development Programs Cheverly United Methodist Church**

**Mrs. Dorothy Tamai, Program Director and Teacher**

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## **1 Welcome**

We welcome you and your child to our programs. We hope that this handbook will answer your questions and provide all necessary information about our programs. This handbook also includes many tips to help you make this first school experience rewarding and delightful for your child. You are encouraged to keep the handbook for reference throughout the year. We are looking forward to an exciting year of growth and learning.

## **2 Programs and Curriculum**

There are three one-day-a-week programs at Cheverly United Methodist Church. They are separate and require individual enrollment. Each has a different emphasis and learning unit themes. The individual programs provide each family the flexibility to decide on the level of structured, classroom-setting learning that is right for their child. The policies, set forth in this parent handbook, are the same for all three programs

The curriculum is well-planned and education-based. The four hours are divided into structured learning sessions and child-directed play, with alternating periods of active and quiet play. Through various activities, the children expand their social development, problem-solving skills, personal responsibility, and large and small motor skills. The main objectives are to help children feel secure away from home, build self-esteem, and to have a happy, positive attitude about school.

The curriculum is designed to give young children an opportunity to have interaction with other children their age and enjoy a pre-school experience that nurtures development with the guidance of caring teachers. The programs are designed to foster physical, social, emotional, and intellectual growth, and provide a warm, enriching environment for young children. It is important to note that this is not a co-op or a drop-in babysitting service.

### **2.1 Mother's Day Out (MDO)**

Mother's Day Out was the first one-day-a-week program at Cheverly United Methodist Church. Our first class graduated in 1977. This program is held on Tuesdays for children ages 2 - 4 years old. The curriculum is designed to expand the children's knowledge and awareness of the world around them through stories, games, songs and crafts. We focus on the science of the changing of seasons and nature; along with monthly holidays. By celebrating holidays, the children learn about cultures and customs of the many diverse people that live in this area.

## 2.2 Early School Program (ESP)

The Early School Program is held one day a week on Thursdays for children ages 2 - 4 years old. The curriculum is designed for school readiness. The older children's curriculum is based on the alphabet. They learn phonics, sequencing, problem solving, pre-reading, and math developmental skills. The younger children's curriculum is based on learning colors, shapes, rhymes, new vocabulary, and other age-appropriate skills.

## 2.3 Summer Fun

The Summer Fun program is held one day a week for children ages 2 - 6 years old in July and/or August. This program provides both children and parents a break in the hot summer days. It also bridges the gap between June and September to keep the children in touch with school friends and school routines. It is an excellent opportunity for new students to become familiar with the teachers and the program. Five- and six-year old alumni often enjoy returning for Summer Fun.

The Summer Fun program is designed for enrichment, rather than remedial work. Every summer has a different theme. Past themes have included jungle animals, dinosaurs, Native Americans, occupations, sea life, Sesame Street, and on appropriate years, summer Olympics.

## 3 Teaching Philosophy

We believe that children develop best emotionally, socially and intellectually through play with guidance from caring adults.

Children are eager learners. They need guidance and encouragement from adults to develop a positive sense of self-esteem. In a relaxed atmosphere, opportunities are provided for the children to explore, test, create, and grow through various play activities and learning experiences. Our curriculum includes stories, crafts, songs, games, math, science, school readiness, as well as indoor and outdoor play. Our class curriculum are varied according to age level. The programs are structured, but not to make the children feel pressured. They work and play at their own level in periods of active and quiet play. We believe PLAY is children's WORK.

Two-year-olds learn to play -- they experiment with play dough and various art forms, improve coordination of large and small muscles, and learn to share and interact in play. They expand their vocabulary and learn what "I can do." We help them feel secure and happy their first time away from home.

Three-year-olds learn through play -- they expand on learning skills, learn various aspects of their immediate environment, master simple skills, have an awareness of holidays, seasons, colors, shapes, textures and the senses, enhance fine motor skills, and gain more self-confidence.

Four-year-olds learn to learn -- they expand on learning details, exchange ideas, refine large and small motor skills, begin problem-solving exercises, and prepare for kindergarten with pre-reading, pre-math, and science. Socialization skills and eye-hand coordination, as well as auditory memory and visual memory games are an on-going part of our curriculum.

#### **4 Goals**

- ★ To establish a feeling of security away from home
- ★ To build self-esteem; a positive feeling about themselves
- ★ To develop socialization skills among peers
- ★ To create an awareness of personal capabilities
- ★ To instill the wonders of nature
- ★ To encourage problem solving
- ★ To expand academic knowledge
- ★ To mature socially and emotionally through play
- ★ To develop large and small motor skills and coordination
- ★ To learn to follow directions and understand sequences
- ★ To recognize authority figures other than parents or caregiver
- ★ To look forward to further schooling with positive feelings

#### **5 Class Time**

Mother's Day Out and the Early School Program are in session from mid-September to mid-June. Each day the classes start at 10:00 a.m. and end at 2:00 p.m. The Summer Fun program is held in July and/or August from 9:00 a.m. to 1:00 p.m.

#### **6 Staff**

The founder, Director and principal teacher for the MDO, ESP and Summer Fun programs is Mrs. Dorothy Tamai. She has over thirty-five years of teaching experience, a degree in Early Childhood Education, and is certified in Early Childhood Management. She is also first aid and CPR certified. Mrs. Tamai develops the class themes and curriculum. She is the proud mother of six children.

Other staff members may change from year to year to meet enrollment needs. Additional professionals and specialists lend their skills and knowledge to supplement for special unit studies.

MDO, ESP and Weekday Nursery are guided by a Board of Directors consisting of church members, parent representatives, our treasurer, teachers and aides. The current Pastor is Chairman of the Board. The Treasurer is generally a member of the church. The Board oversees all programs according to its bylaws. It meets three times per year, or as needed.

In the summer, extra teenagers may be hired as aides to provide more individual care to our new, young students. Some teens volunteer as aides to fulfill their school requirements for volunteer services.

#### **7 Facilities**

Children arrive and depart from the hallway near our classrooms. Notices for parents are sent home with the children's completed work. A tuition mail box is located in the hallway for depositing tuition payments.

Each classroom has a Science Center with magnets, magnifying glasses, and natural treasures that are constantly changed to relate to the season or lesson theme (such as, seashells, pine cones, and colored leaves). Many small manipulative toys and games are available for various levels of learning and are brought out during appropriate times of the day. There are special areas for blocks, trucks, and housekeeping to foster imaginative learning. Music, painting, stories, and crafts are all part of our daily schedule.

## **8 Enrollment Pre-requisites**

To enroll a child in any of the programs, he/she must be:

- at least 2 years old.
- toilet trained and cooperating in the process of being toilet trained.
- able to manage their own clothing in the bathroom.
- able to feed themselves.

## **9 Registration and Pre-registration Visits**

Registration begins in the spring with classroom visitations from 10:00 -11:00 am and is attended by both the parent(s) and child(ren). Classroom visits for new students are also possible during the summer program which is generally held in July. A **Parent Contract** and **Child Information Form** can be obtained from the teacher at school during visitation day. They can also be downloaded from our website. The non-refundable registration fee reserves your child's space in the class, provided the class has an opening. The completed **Parent Contract, Child Information Form**, and registration fee should be submitted to the Program Director one month prior to the desired first day of class. Checks should be made payable to "MDO/ESP". Children registered by August 1 start classes in September. New students may join the program throughout the year as space is available.

Please keep this form up to date. This includes emergency contact information as well as a list of individuals (and phone numbers) that are authorized to pick up your child. If you would like your child to be picked up by another person who is not on the registration form, a signed and dated note **MUST** be provided to the teachers giving permission for the individual to pick up your child.

## **10 What to Bring**

- Lunch (and all accompaniments: fork/spoon, straw, napkin, beverage).
- Backpack or tote bag to transport papers and weather-appropriate change of clothes
- Small (crib size) towel or blanket for rest time (to leave at school)

## **11 Tuition**

Tuition is due on the first class day of the previous month. It may be paid on a monthly basis or in full at the beginning of year. Checks should be made payable to "MDO/ESP". A tuition coupon book is provided to ensure proper identification and credit. It is a reminder of due dates. Please put tuition checks in our little red schoolhouse mailbox located in the hallway on the coatrack.

Tuition is submitted in nine monthly tuition payments (for our 10 months of school). The half-month of September and half-month of June are combined into one payment coupon. The same amount will be paid each month regardless of the number of weeks in the month. There is no reduction of tuition for absences. If tuition becomes two months delinquent, the child may be asked to withdraw from the program.

There will be a charge of \$25.00 on any returned checks returned (e.g., insufficient funds, closed accounts).

## **12 Absence**

It is important for the teachers to know when your child will not be coming to school. If your child is possibly contagious, please advise the teachers. You may call the Director at home, or on the classroom phone. The Director arrives in the classroom at 9 am. It is also helpful for the teachers to know of any special changes in your child's routine (such as loss of a pet, parent separation). Awareness on the teacher's part will allow them to be more sensitive to the children's feelings.

No reduction in tuition can be made for absences. While we are sympathetic regarding illness and understand off-season vacations, our obligation with school expenses is contracted for the entire school year.

## **13 Withdrawal or Suspension**

If you plan to withdraw your child for any reason, please notify the Director or Treasurer with a written note (see section on Refunds). We do not discriminate between race, sex, or religion; however, parents will be asked to withdraw their child if:

- tuition is not paid for 2 months in succession.
- the child regresses in toilet training (we do understand occasional accidents).
- the child is unable to cope with the routine of a classroom experience.
- there is continued willful biting, violent behavior, or other behavior that threatens the safety of the other children (a one-week suspension may be tried before withdrawal, if appropriate).
- The teacher identifies a circumstance that is unsuitable for the program

## **14 Refunds**

Refunds of prepaid tuition will be made if the parent notifies the teacher or treasurer, in writing, 30 days in advance of the child's withdrawal. Refunds will not be made for vacations, holidays, ordinary illness, or withdrawal with less than 30 days notice.

## **15 Arrival, Departure, and Late Fees for Pick Up**

There are two entrances to the building for our classrooms. The first entrance is the double doors by the playground (at the rear of the building). These doors are locked at all times. Please knock and a teacher will open for admittance. The second entrance is the doors by the lower parking lot (this entrance has an elevator). These doors are also always locked. To have the door unlocked, push the button and announce that you are going to "Mother's Day Out". Use the lower parking lot doors to enter at times other than pick-up and drop-off. The playground doors (and other church entrances) are locked to the outside as a security and safety precaution.

Each child has a hanger with his/her name on it. The hangers are in alphabetical order by first name. The shelf above the hangers is for lunch boxes. Please put your child's name on all clothing and reusable items (on the outside of the lunch box and any lunch containers inside). You are encouraged to take your child to visit the bathroom before class begins. Children registered in the MDO or ESP programs are expected to be able to handle their own clothing and personal hygiene.

A backpack or tote bag is needed for transporting art work home every class day. In the morning, the bags can be placed on the table by your child's name (in alphabetical order by first name). Please keep an extra set of season-appropriate clothing in the bag in case of an accident.

At the end of the day, the children will be in the hallway, on the playground or in the Rainy Day Room. Be sure anyone authorized to drop-off or pick-up your child is aware of school holidays, our emergency closing policy, and special events. The children's work will be on the table in the hallway with their bag. You can see your child's progress throughout the year by observing their work. The children are very proud of their efforts. Please ask them to tell you about their projects.

Newsletters and notices of special events are sent home periodically to keep you informed. We also use email for reminders and short-notice announcements (such as inclement weather or for field trips). Please be sure to pass information to babysitters and car pool drivers. We do not have the ability to email from the classroom

Please inform the teachers if there is a change in the person picking up your child. If the person is not currently listed on the registration form as an authorized pick-up person, then teachers must have a signed and dated note from a parent to authorize that person to pick up their child.

**A \$10.00 late fee will be charged for every 15 minutes or portion thereof, if your child is not picked up on time.** Teachers are salaried and their hours end at 2:00. The late fee is payable to the person staying with your child, as a token "thank you" for their time. Some parents volunteer to babysit and/or car pool before and after class. Arrangements should be made with the individual parents.

MDO and ESP students may be registered for the aftercare program at Weekday Nursery. The aftercare program runs from 2 – 6 pm on class days. Please contact the Weekend Nursery Director for information and/or registration.

## **16 Illness**

Please do not send your child to school with a cold, fever, or intestinal disorder. When their resistance is low, they compound their illness. Teachers DO NOT administer medicine. Parents or sitters will be called if a child becomes ill during the day. Teachers reserve the right to send a child home who has a persistent cough, runny nose, or other symptoms that are considered to be contagious to the other children. We do encourage the children to use tissues which are easily accessible and to wash their hands frequently. Soiled clothing from accidents will be sent home in a plastic bag with a short explanation.

## **17 Medical Treatment**

In case of emergency, the parent's or child's physician will be contacted. If they are not available, 911 will be called. The child will be treated by a medical professional for any medical or surgical procedure necessary for the welfare of the child.

## **18 Toilet Use and Personal Hygiene**

In enrolling your child in a program, parents affirm that their child is either toilet-trained and cooperating in the process of toilet training. Teachers monitor the bathroom, but do not routinely assist the children with their personal hygiene and clothing. Children need to be dressed in easy to manage pants (e.g., elastic waist). Children should wear pull-ups, training pants, or underwear. Diapers are not allowed. The teachers understand that even toilet trained children sometimes have accidents. If a child has a toileting accident, teachers will call the parents to come to school to attend to their child.

## **19 Clothing**

Children need to be dressed in clothing appropriate for the weather and that they can manage by themselves in the bathroom. Some belts and coveralls (overalls) are difficult to handle when a child is in a hurry. T-shirts and elastic-waisted pants along with rubber-soled shoes are most practical and comfortable for young children. We play outdoors every day unless it is raining or VERY cold. An extra change of clothes, appropriate for the season, **MUST BE IN THEIR BAG EACH DAY.**

## **20 School Closings - Holidays**

School closings for holidays (such as Thanksgiving, Christmas, and Easter) will be announced in the newsletters. We DO follow Prince George's (P.G.) County school closings for emergencies, such as snow. We do NOT follow P.G. County schools for all school holidays.

## **21 School Closings - Emergency / Inclement Weather**

Please listen to your radio or local TV news for announcements. Disregard all radio and TV announcements about kindergartens and pre-schools. Our school closure policy is the same as P.G. County full-day schools. Our teachers have children or other commitments in the county schools and must be available for their arrival and departure schedules.

Our programs will NOT BE HELD on days when P.G. County schools are closed due to weather-related or emergency situations. Also, we follow P.G. County's late start and early dismissal if and when declared for the P.G. County schools.

- If P.G. County schools start 1 hour late; so do we...at 11 a.m.
- If P.G. County schools start 2 hours late; so do we...at noon, and we still bring lunches.
- If P.G. County schools get out 1 hour early; so do we....at 1:00 p.m.
- If P.G. County schools get out 2 hours early; so do we....at 12:00 noon

## **22 Lunch**

We eat our lunch at noon. Since there is no morning snack, we encourage children to eat a good breakfast. Lunches should be brought in a lunch box with the child's name on the outside and on all containers inside. It is best to list allergies or dietary restrictions on a note inside the lid of the lunchbox for handy reference. If you pack your child a drink in a thermos, please include a plastic straw. Children also need a napkin or paper towel for cleanup.

Children are expected to feed themselves. Food should be appropriately cut-up and packaged for your child's eating abilities. Teachers do not have sharp knives to peel or core fruit. Fruits should be pre-cut and put in plastic bags or plastic containers. Please include a fork or spoon, if needed. We do not allow pacifiers or baby bottles. We do not microwave or heat lunches.

Lunch should be nutritious foods that the children will eat. Sandwiches should be cut in half or in four sections for easier handling and less waste. If your child does not eat sandwiches, try cut luncheon meats, cheese, or other finger foods. Many children like yogurt or raw vegetables. Some children prefer bagels or muffins instead of bread.

## **23 Class List**

A list of students is sent home for the parent's convenience in forming car pools or babysitting. It may be useful for valentine cards, or for a play day with school friends on non-school days. If you have any objections to having your address and phone number listed, please contact the Director or Teacher.

## **24 Parties**

We celebrate various holidays throughout the year with parties, such as Halloween, Christmas, Valentine's Day, and Easter. Sometimes we have a theme-related day, such as "Green Day" or Dairy Day. Parents will be notified of upcoming events via the newsletter if they wish to contribute goodies. We encourage nutritious treats such as raisins, finger jello, fruit bites, or granola bars; or treats that are small or unfrosted (like Twinkies, brownies or muffins). We do not permit gum at school.

Children enjoy celebrating their birthday's at school. Please make arrangements with the teacher in advance. Birthdays are celebrated at lunch time. Parents usually send in

napkins and a special snack such as small cupcakes, brownies, or rice crispy treats. Children with summer birthdays may choose a 'special day' to celebrate their birthday; perhaps at the half-year.

## **25 Book Club**

Several times a year we send home a colorful flyer advertising children's books from the Scholastic book club. Some books have accompanying CDs. Video tapes and disks, and computer software are occasionally also offered. The books are generally paperback and vary in price. Some offered are as inexpensive as \$1.00 and make nice gifts for birthdays and holidays or rewards. It is a good way to expand your child's home library and interest them in reading. Please do not feel pressured to participate. It is simply an added benefit of the program. If you would like to order, return the order form the following week with cash, or a check made out to "Scholastic." The books arrive at school in approximately 1 to 2 weeks. The school receives one point for each book ordered. Points are redeemed by the school to purchase books and other classroom material from Scholastic.

## **26 Field Trips**

Parents will be asked to chaperone and/or drive for field trips. Field trips are designed not only to be educational, but to be a special time for the parents and child to share a new experience. Our trips are scheduled to coincide with the similar unit of study at school. Children must be accompanied by a parent, guardian, or adult over 18 years old.

Additionally, in good weather we sometimes will walk across the street to Legion Park or to Bellamy's Garden. Parents will be requested to sign a consent form to allow their child to go on the "walking" trips in Cheverly. Parents are always welcome to accompany us on any outing. They are generally 20 minute walks.

## **27 Vision and Hearing Screening**

A vision and hearing screening is offered once a year in the spring for a nominal fee. The service is available for children over three years old. Sign-up forms will be sent home prior to the screening.

## **28 Class Photographs**

Individual and class photographs are taken in the spring. Information will be sent home in advance. Checks are to be payable directly to the photography studio.

## **29 Items from Home**

Names should be on EVERYTHING brought to school. Since we have an adequate supply of toys, we ask that you leave your child's toys safely at home. Toys brought to school must be shared. The teachers are not responsible for toys that are forgotten, lost or damaged. Toy weapons are not permitted in school, as well as chewing gum, pacifiers, and money.

On Thursday's, the older class is invited to bring one "letter item" to class for Show and Tell on the appropriate day we are learning about that letter of the alphabet. For example, on "B" day they could wear something blue, or bring a book or a picture of something

beginning with the letter B. Books brought to school should have the child's name or family name in the front. If the book is appropriate to the day's activities and class level, the teacher may read it to the group. Special items brought for Show and Tell will be put away after "Circle Time."

### **30 Parent Involvement**

We encourage parents to be involved in our program in a number of ways. Please let us know if you have a suggestion to get involved.

- Attend "Get Acquainted Day" in September
- Volunteer to help on party days and with fund raisers
- Sign up to send in treats for party days (such as Christmas, Valentine's Day, Halloween, and Easter)
- Join us for lunch on your child's birthday
- Attend and/or arrange a field trip for the class
- Demonstrate a hobby or teach a craft project, share your talents and provide a learning experience for the class. (In the past, a father fingerprinted each child on official forms; a sibling played nursery rhymes on a flute for us; a mother taught us how to stencil designs on cloth).
- Donate computer paper, felt, ribbon, Kleenex, disinfectant wipes, all sizes of bags and other beautiful junk.

### **31 Fund Raisers**

Mother's Day Out, the Early School Program, and Weekday Nursery hold several fund raisers during the year. Our largest event (and the most fun) is Truck Touch in the spring. Volunteers monitor the vehicles and allow the children an up-close and hands-on experience with the trucks and other interesting vehicles. In past years, we have had a fire engine, dump truck, motorcycle, race car, RV, school bus, and many more.

At Cheverly Day, we generally sponsor a special game or vendor to raise extra funds. This could be soft ice cream and/or the fish pond.

**ALL** parents are **REQUIRED** to participate in the fund raisers by baking, helping with set up or clean up, donating money to purchase food, or working two (2) hours at the event.

### **32 Conferences**

Teachers are happy to have a meeting with parents at any time, should a problem arise or the parent/teacher feels the need for one. The teacher's home phone number is listed on the class list for your convenience. The children are with us only 36 days for the entire school year. As such, we do not have written evaluations or conferences on a regular basis.

### **33 Visitors**

Alumni, cousins, or friends are allowed to attend class on a case-by-case basis depending on the class size, age of the visitor, and the director's discretion. Visitors spending the day at school are asked to pay the one-day fee for their visit, and must have proper emergency information. Arrangements for visitors must be made one week in advance.

### **34 Emergency Procedures:**

#### **Weekday Nursery, Mother's Day Out and Early School Program**

##### **1. Child Injury**

- a. Assess situation and administer basic first aid. Teachers are first-aid certified.
- b. Call parent/guardian for serious injury; suspected broken bone, etc.
- c. If child is unconscious, call 911 for ambulance. Call parent/guardian.

##### **2. Missing Child**

- a. Search classrooms and bathrooms (one teacher stays with class).
- b. Alert Weekday Nursery, Mother's Day Out staff and Church Secretary to assist.
- c. Search outside of building; playground, driveway, parking lot.
- d. Call Cheverly Police @ 301-341-1055. Call parent/guardian.
- e. *If child is found before police are called, call parent/guardian to inform them of the incident BEFORE parent arrives at school for pick-up of child.*

##### **3. Police Activity in area puts building on lockdown**

- a. Notify all parents/guardians immediately of situation using Weekday Nursery Listserv or MDO Emergency Call List. *Please keep this information current!*
- b. Call parents/guardians when situation is over and children can be picked-up.
- c. Children will only be released to someone previously identified on your Weekday Nursery Emergency Information Card or MDO/ESP Child Information Form. *Please keep this information current!*

##### **4. Fire**

- a. Pull fire alarm.
- b. Evacuate building – Weekday Nursery uses back steps by playground to rear parking lot. MDO/ESP uses driveway to front sidewalk or steps to Forest Road door.
- c. Notify parents/guardians using Weekday Nursery Listserv or MDO Emergency Call List. *Please keep this information current!*
- d. NOTE: We have fire drills several times per year so the children can practice this procedure.

**5. Weather Emergency (e.g., tornado, hurricane, etc. requiring shelter in place)**

- a. Notify all parents/guardians immediately (if conditions permit) using Weekday Nursery Listserv or MDO Emergency Call List. *Please keep this information current!*
- b. Children will be kept in the building until the emergency situation is over.
- c. If necessary, children will be sheltered in the Emergency Room, located on the first floor by the wooden, Forest Road doors. (These are the doors where you are “buzzed” into the building.) The Emergency Room has no windows and metal doors.
- d. Children will only be released to someone previously identified on your Weekday Nursery Emergency Information Card or MDO/ESP Child Information Form. *Please keep this information current!*

**6. National Security Emergency**

- a. Notify all parents/guardians immediately using Weekday Nursery Listserv or MDO Emergency Call List. *Please keep this information current!*
- b. All children will be kept in the building until they can be picked up by someone previously identified on your Weekday Nursery Emergency Information Card or MDO/ESP Child Information Form. *Please keep this information current!*
- c. If necessary, the Emergency Room on the first floor by the Forest Road doors will be used to shelter the children.

**Please be assured that we will do everything we can to keep your children calm and safe until you pick them up.**

**EMERGENCY TELEPHONE NUMBERS**

**1. CLASSROOM NUMBERS:**

- a. Weekday Nursery Classroom – 301-773-2297
- b. MDO/ESP Classroom – 301-773-1472

**2. TEACHER CELL PHONE NUMBERS:**

- a. Mrs. Linda Carr (Weekday Nursery) – 240-462-7103
- b. Mrs. Dorothy Tamai (MDO/ESP) – 301-275-6933

**If you have any questions regarding any of the programs, please feel free to contact Mrs. Tamai at 301-773-1995. You can also email her at [dtamai14@gmail.com](mailto:dtamai14@gmail.com).**